



Central Luzon State University

# FACULTY MANUAL

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# FACULTY MANUAL

**CLSU FACULTY MANUAL**  
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Central Luzon State University

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## **OFFICE OF THE PRESIDENT**

### **Foreword**

It is that "standards" are the first and foremost matter of development and only secondarily a matter of choice, that is responsibility. This is closely related to the principle of voluntariness based on Ethics, "Every act is directed towards an end. The end of an act is the purpose for which an act is done".

Teaching, they say is a divine responsibility of ennobling human civilians, past and present. Yet, this responsibility is multileveled by vast contrives of human advancing, and thus evolving society. To achieve connection on the fixations of man's educational paradigms traced on antiquity and the world's contemporary expectations, standards become inevitable. Norms and policies make a rather skillful teacher polish his/her responsibility to the clarity of fine crystal and abide in them to mirror learner's thoughts, to nourish learner's minds and to encourage their wits.

This coherence of paradigms and expectations makes this Faculty Manual imperative. Hence, this manual aims in general to provide clear-cut guidelines, procedures, and practices on academic policies specifically on faculty and academic staff's rights and responsibilities including restrictions and other concerns.

These have been a conglomeration of already existing legal policies, both local and national (e.g. University Handbook, CHED Resolutions and Memoranda, Civil Service Commission Circulars), and those embodied in the internal agreement and concerns of the entire university. The synthesis of the topics such as academic merit system, faculty workload, guidelines on leave and service credits, faculty and staff development program, performance evaluation system, and employment policies, are organized to serve common interests and intensions of the faculty and staff, in general, the whole university. Indeed, the propositions of this manual are intended to enhance professionalism through systematic institution of guidelines and categorization of references, not for restrictions but more of productive correction and of advancement.

In the preparation of this manual, a series of consultation with various sectors and concerned offices of the University was conducted. An in-depth review was also undertaken by the Council of Deans and Directors, and further examination was done by the University Administrative Council. Finally, an internal committee within the CLSU Board of Regents conducted a meticulous appraisal and evaluation prior to its approval by virtue of BOR Resolution No. 10-2007 dated March 1, 2007.

Nonetheless, this manual should be used with prudence and flexibility. It presupposes thereby that in teaching, it is not exactly what is taught – which is earnestly contemplated – but how it is taught that will matter. As such this Manual will not merely inform and impart, but to inspire; this will not be used to smother the spirit of inquiry but to awaken and sharpen it; this will not be used to stifle but to help develop clear minds able of rational judgment – towards the cultivation of that sense of professional in each of us.

  
**RUBEN C. SEVILLEJA**  
University President





## Central Luzon State University: Brief History

The Central Luzon State University (CLSU) is one of the renowned and prestigious institutions of higher learning in the country. It has persistently produced well-trained people and provided services with marked excellence.

Starting as a farm school, it became Central Luzon Agricultural School (CLAS) through Executive Order No. 10, issued by then governor of Nueva Ecija, James F. Smith, on April 12, 1907. Its initial emphasis was on the development of skilled and technician-type of graduates to meet the human resource requirements in the opening and cultivation of rich farmlands.

As a school, CLAS then stamped a class of its own. With its unique curriculum, it promoted agriculture and mechanic arts which combined practicum and academic work. In time, CLAS became known as the “mother of vocational agriculture schools” in the country.

The school was converted into Central Luzon Agricultural College (CLAC) on December 31, 1950 by virtue of Executive Order No. 393 issued by then President Elpidio Quirino to promote agricultural education. As a higher learning institution, CLAC distinguished itself as the first state college established by the Philippine government. Its aim was to promote agricultural education, agricultural engineering and home economics, among others.

On June 18, 1964, CLAC was elevated into Central Luzon State University (CLSU) by virtue of Republic Act No. 4067 “to give professional and technical training in agriculture and mechanic arts; provide advance instruction; promote research, literature, philosophy, the sciences, technology and arts”. From its basically agricultural orientation, CLSU metamorphosed into a comprehensive higher education institution offering various undergraduate and graduate courses.

Conforming to its instructional mandate and mission toward effective learning, the university remained steadfast in sustaining and maintaining high quality instruction. The university successfully hurdled the CHED assessment as Center of Excellence (COE) in agriculture, fisheries, agricultural engineering and veterinary science and medicine and as Center of Development (COD) in biology and chemistry.



Likewise, the College of Education was selected as Center of Training (COT) by the Department of Education and Commission on Higher Education as service provider of the Certificate and In-service Programs/Trainings for public school teachers in Region III. Almost all curricular programs (undergraduate/ graduate) underwent accreditation to comply with the demands of global academic standards.

The university's quest for new knowledge and technologies relentlessly continued in the form of products, processes, services and information not only along its national and regional commodity responsibilities, but also in the emerging fields of science and technology particularly biotechnology. As one of only a few multi-commodity R & D institutions among state universities and colleges, CLSU is designated as a lead national agency for carabao research, freshwater aquaculture, small ruminants and water resources and management. CLSU's dynamic leadership in the conduct of research and development undertakings got another big boost when it bagged the CHED's 2008 Regional and National Best HEI Research Program award in the field of freshwater aquaculture.

The university's Small Ruminant Center (SRC) R & D program has drawn the attention and interest of more entrepreneurs, small hold and commercial goat raisers including local government units throughout the country. It is now considered as a Center of Research in small ruminants by the Philippine Council for Agriculture, Forestry, and Natural Resources Research and Development. Likewise, CLSU was chosen as the Regional Integrated Coastal Resources Management Center by the Department of Environment and Natural Resources (DENR).

As the model Agri-Tourism Site for Luzon, the university continued to promote and enhance technology transfer to its various clientele. The university has established linkages and partnerships in research, faculty exchange, and students' on-the-job trainings to promote cooperation and collaboration with foreign, national, regional and provincial entities and organizations.

CLSU campus is a sprawling 658-hectare area in the Science City of Muñoz, Nueva Ecija, 150 km North of Manila.

# PHILOSOPHY, VISION AND MISSION

## PHILOSOPHY

The ultimate measure of the effectiveness of Central Luzon State University as an institution of higher learning is its contribution to and impact on the educational, economic, social, cultural, political and moral well-being and environment consciousness of the people it serves.

## VISION

The Central Luzon State University as a world class knowledge-based people's university, pro-active, relevant and committed to service and excellence.

## MISSION

The Central Luzon State University shall develop socially responsible and empowered human resources and knowledge for poverty alleviation, environmental protection and global competitiveness towards sustainable development.

## GOVERNANCE OF THE UNIVERSITY

The governing body of Central Luzon State University is hereby vested in the Board of Regents which shall be composed of the following:

1. Chairman of the Commission on Higher Education (CHED), Chairman;
2. President of the University, Vice Chairman;
3. Chair of the Senate Committee on Education, Culture and Arts, Member;
4. Chairman of the House of Representatives' Committee on Higher and Technical Education, Member;
5. Regional Director of the National Economic Development Authority (NEDA) whose office is in the region where the main campus of the University is located, Member;
6. Regional Director of the Department of Agriculture (DA), Member;
7. Regional Director of the Department of Science and Technology (DOST), Member;
8. President of the Alumni Association of the Institution concerned, Member;
9. Two prominent citizens who have distinguished themselves in their professions or fields of specialization and who have been chosen from among a list of five (5) persons qualified in the city or the province where the school is located, as recommended by the Search Committee constituted by the President in consultation with the Chairman of the CHED based on the normal standards and qualifications for the position, Members.
10. President of the Faculty Association, Inc., Member; and,
11. President of the University Supreme Student Council or the student representative elected by the Student Council, Member;

The Faculty Association and the Student Council shall be represented by the President of their respective federations in multi-campus universities and colleges.

The private sector representatives shall be appointed by the Board of Regents upon the recommendation of a duly constituted search committee.

The **BOARD OF REGENTS** shall have the following powers and duties, in addition to the general powers of administration and the exercise of the powers of the corporation:

- a. To enact rules and regulations not contrary to law as may be necessary to carry out the purposes and functions of the university;
- b. To receive and appropriate all sums as may be provided, for the support of the university or college in the manner it may determine, in its discretion, to carry out the purposes and functions of the university;
- c. To receive in trust legacies, gifts and donations of real and personal properties of all kinds, to administer and dispose the same when necessary for the benefit of the university, subject to the limitations, directions and instructions of the donors, if any. Such donations shall exempt from all taxes and shall be considered as deductible items from the income tax of the donor: Provided, however, that the rights, privileges and exemptions extended by this Act shall likewise be extended to non-stock, non-profit private universities and colleges: Provided, finally, that the same privileges shall also be extended to city colleges and universities with the approval of the local government unit concerned and in coordination with the CHED;
- d. To fix the tuition fees and other necessary school charges, such as but not limited to matriculation fees, graduation fees and laboratory fees, as they may deem proper to impose after due consultations with the involved sectors.

Such fees and charges, including government subsidies and other income generated by the university, shall constitute special trust funds and shall be deposited in any authorized government depository bank, and all interests that shall accrue therefrom shall form part of the same fund for the use of the university: provided, that income derived from university hospital shall be exclusively earmarked for the operating expenses of the hospital.

Any provision of existing laws, rules and regulations to the contrary notwithstanding, any income generated by the university or college from tuition fees and other charges, as well as from the operation of auxiliary services and land grants, shall be retained by the university or college, and may be disbursed by the Board of Regents for instruction, research, extension, or other programs/projects of the university: provided, that all fiduciary fees shall be disbursed for the specific purposes for which they are collected.

If, for reasons beyond its control, the university, shall not be able to pursue any project for which funds have been appropriated and allocated under its approved program of expenditures, the Board of Regents may authorize the use of said funds for any reasonable purpose which, in its discretion, may be necessary and urgent for the attainment of the objectives and goals of the



university;

- e. To adopt and implement a socialized scheme of tuition and school fees for greater access to poor but deserving students;
- f. To authorize the construction or repair of its buildings, machineries, equipment and other facilities and the purchase and acquisition of real and personal properties including necessary supplies, materials and equipment, purchases and other transactions entered into by the university through the Board of Regents shall be exempt from all taxes and duties;
- g. To appoint, upon the recommendation of the President of the University, Vice Presidents, Deans, Directors, heads of departments, faculty members and other officials and employees;
- h. To fix and adjust salaries of faculty members and administrative officials and employees subject to the provisions of the revised compensation and classification system and other pertinent budget and compensation laws governing hours of service, and such other duties and conditions as it may deem proper; to grant them, at its discretion, leaves of absence under such regulations as it may promulgate, any provisions of existing law to the contrary notwithstanding; and to remove them for cause in accordance with the requirements of due process of law;
- i. To approve curricula, institutional programs and rules of discipline drawn by the administrative and academic councils as herein provided;
- j. To set policies on admission and graduation of students;
- k. To award honorary degrees upon persons in recognition of outstanding contribution in the field of education, public service, arts, science and technology or in any field of specialization within the academic competence of the university and to authorize the award of certificates of completion of non-degree and non-traditional courses;
- l. To absorb non-chartered tertiary institutions within the province of Nueva Ecija in coordination with the CHED and in consultation with the Department of Budget and Management, and to offer therein needed programs or courses, to promote and carry out equal access to educational opportunities mandated by the Constitution;
- m. To establish research and extension centers of the University where such will promote its development;
- n. To establish chairs in the university and to provide fellowships for qualified faculty members and scholarships to deserving students;



- o. To delegate any of its powers and duties provided for hereinabove to the President and/or other officials of the university as it may deem appropriate so as to expedite the administration of the affairs of the university or college;
- p. To authorize an external management audit of the institution, to be financed by the CHED and to institute reforms, including academic and structural changes, on the basis of the audit results and recommendations;
- q. To collaborate with other governing boards of SUCs within the province or the region, under the supervision of the CHED and in consultation with the Department of Budget and Management (DBM), the restructuring of said colleges and universities to become more efficient, relevant, productive, and competitive;
- r. To enter into joint ventures with business and industry for the profitable development and management of the economic assets of the University, the proceeds will be used for the development and strengthening of the university;
- s. To develop consortia and other forms of linkages with local government units, institutions and agencies, both public and private, local and foreign, in furtherance of the purposes and objectives of the university;
- t. To develop academic arrangements for institution capability building with appropriate institutions and agencies, public or private, local or foreign, and to appoint experts/specialists as consultants, or visiting or exchange professors, scholars, researchers, as the case may be;
- u. To set up the adoption of modern and innovative modes of transmitting knowledge such as the use of information technology, the dual system, open learning, community laboratory, etc., for the promotion of greater access to higher education;
- v. To establish policy guidelines and procedures for participative decision-making and transparency within the university;
- w. To privatize, where most advantageous to the institution, management of non-academic services such as health, food, building or grounds or property maintenance and similar such other activities; and
- x. To extend the term of the President of the University beyond the age of retirement but not later than the age of seventy (70), whose performance has been unanimously rated as outstanding and upon unanimous recommendation by the search committee for the President of the University.



## STATEMENT OF PRINCIPLES

This Faculty Manual was conceived and formulated as a basic reference of the faculty concerning the policies and procedures governing the program of activities and responsibilities of CLSU in the areas of instruction, research and community services. Consequently, it is also an authoritative handbook on the duties, obligations, privileges, and opportunities of the faculty so that they can discharge their duties and functions in an efficient and effective manner, confident in the belief that it is giving their best efforts for the welfare and advancement of their country and people.

1. The Central Luzon State University is a public non-sectarian institution of tertiary education principally supported by state funds. It includes secondary school level used as laboratory necessary to supplement and enforce instruction in the tertiary level.
2. The Central Luzon State University provides advanced instruction in literature, philosophy, the sciences and the arts besides giving professional and technical training and promoting research, as well as community and development services to advance teaching and community functions as provided by its charter.
3. The Central Luzon State University enjoys academic freedom. Its power and responsibilities are those set forth in its charter. It is granted general powers under the Charter and such other powers as may be further provided for by the law.
4. Central Luzon State University is a center of learning, training, research and community services. The University is a community of scholars and students engaged in the discovery of learning in the exploration of the higher spheres of thought to improve or rationalize ideas that are in keeping with the times; and above all in the creation and cultivation of the spirit of discovery, leadership and academic excellence and a commitment to the well defined goal of increased relevance to the needs and aspiration of national society.
5. The faculty is an institutional component of CLSU and member of the educational community (Education Act of 1982).



**Chapter I**  
**FACULTY RESPONSIBILITIES,**  
**RIGHTS AND ACADEMIC ACTIVITIES**

**1. THE FACULTY**

- 1.1. The body of academic personnel of the Central Luzon State University shall constitute its faculty.

Specifically, the faculty consists of the academic personnel who carry the ranks of professor, associate professor, assistant professor, instructor, including visiting and exchange professor, lecturer and others whose designation are determined at the time of their appointment.

- 1.2. To a significant degree, the faculty rank and file is involved in the formulation and review of institutional policies which affect their academic and professional welfare. The nature and extent of involvement are achieved primarily through membership or representation in the institution-wide committee (standing or ad hoc), the Administrative Council and the Academic Council. Such involvement is premised on the belief that those involved in the academic programs of CLSU should participate in the formulation of policies governing the establishment and implementation of those programs.

**2. RESPONSIBILITIES AND DUTIES**

**2.1 Institutional Responsibilities**

As a public servant and officer of the state, a CLSU faculty member is expected to:

- 2.1.1 Faithfully perform his/her duties and responsibilities in accordance with set goals and objectives of his/her institution;
- 2.1.2 Conscientiously fulfill all the contractual obligations for the period of time agreed upon and given due notice when resigning to accept another position;
- 2.1.3 Make judicious use of the funds and/or property of the institution entrusted to his/her care, such as those allocated to budget of academic departments and/or special projects;
- 2.1.4 Make every effort to avoid professional and personal actions which may cause economic loss or legal embarrassment to his/her institution;



- 2.1.5 Avoid the use of institutional resources, equipment, or labor for his/her personal gain, research or consultancy to which he/she may be interested without authority;
- 2.1.6 Give reasonable support to general institutional activities by participating at meetings, Monday flag raising ceremonies, convocations, commencement exercises, honors day and assemblies;
- 2.1.7 Commit himself/herself to a reasonable amount of service on institution-wide committees, such as faculty committees, committees on student discipline, etc.;
- 2.1.8 Indicate clearly in making public statements or views that he/she is speaking as an independent scholar and citizen and not as representative of his/her college or university; and,
- 2.1.9 Act as "ambassador of goodwill" of the university when attending public forums, seminars, conventions, and meetings that are conducted outside of official station.

Without prejudice to the foregoing, the faculty member, in addition to other duties and obligations under existing laws, shall:

- 2.1.10. Perform his duties to the school by discharging his/her responsibilities in accordance with the philosophy, goals and objectives of the university.
- 2.1.11. Be accountable for the efficient and effective attainment of specified learning objectives pursuant to national development goals within the limits of available school resources.
- 2.1.12. Render regular reports on performance of each student to the latter and latter's parents or guardian with specific suggestions for improvement.
- 2.1.13. Assume the responsibility to maintain and sustain professionalism in his behavior at all times.
- 2.1.14. Refrain from making deductions in student's scholastic rating for acts that are clearly not manifestations of poor scholarship.
- 2.1.15. Participate as an agent of constructive social, economic, moral, intellectual, cultural and political change in his institution and the



community within the context of national policies.

## **2.2 Professional Responsibilities**

The professional responsibilities of a CLSU faculty include the following:

- 2.2.1. Special responsibility to keep himself/herself abreast with the state of the arts in his/her academic discipline through familiarity with recent publications and journals and active participation in professional societies, meetings, conferences, seminars, symposia, etc.;
- 2.2.2. Responsibility to seek ways of improving his/her effectiveness as a teacher, exploring new ways of presenting subject matter, motivating students and improving methods of evaluating student's performance;
- 2.2.3. Responsibility to advance knowledge in his/her academic discipline through individual and/or group research, creative writing and analyses, and presenting papers at colloquiums of professional meetings;
- 2.2.4. Responsibility to assist faculty colleagues in academic departments and college activities including:
  - 2.2.4.1 Contributing to curriculum studies both at the departmental and college levels;
  - 2.2.4.2 Participating in department, college or institutional faculty meetings for better operations and for the strengthening of the education program of the institution;
  - 2.2.4.3 Carrying a fair share of the burden of intra-curricular and co-curricular assignments such as registration, counseling, proctoring, socio-cultural activities, athletics and other activities;
  - 2.2.4.4 Responsibility to exercise an active role in protecting and enhancing the academic and professional standing of the faculty by:
    - 2.2.4.4.1 Assisting in the recruitment of competent faculty members;



2.2.4.4.2 Giving appropriate recommendations regarding tenure of office for qualified and deserving faculty colleagues; and

2.2.4.4.3 Recommending the removal of colleagues who after fair hearing have been proven incompetent, guilty of moral turpitude or gross misconduct, or lacks personal or professional integrity.

2.2.5. Responsibility to demonstrate respect for the rights of others in the educational community who hold divergent opinions.

2.2.6. Responsibility to promote and defend the non-sectarian nature of the university.

### **2.3 Student-Related Responsibilities**

The student-related responsibilities of a CLSU faculty are as follows:

2.3.1. Responsibility to deal seriously and conscientiously with his/ her teaching assignment, including meeting scheduled classes, clearly informing students of course requirements, and fair and impartial grading according to standards established by the institution.

2.3.2. Responsibility to recognize that students deserve respect as individuals and have rights that must be protected. This encompasses an active interest in the individual academic and personal problems of students, an initiative of giving mature professional advice, a courteous treatment of students and keeping in confidence the personal information about students which may come to the faculty member's attention in his/her role as counselors.

2.3.3. Responsibility to recognize that the faculty members serve as a model and to exercise a great influence in shaping young minds. This being true, he/she must set a high standard in:

2.3.3.1. Academic and scholarly excellence;

2.3.3.2. Personal integrity; and

2.3.3.3. Professional ethics

2.3.4. Moral responsibility to recognize that in his/ her influential classroom role, he/she is morally bound not to take advantage of his/ her position to repeatedly introduce into his/ her class discussions of



subject matter outside the scope of the course and beyond his/ her field of professional competence.

- 2.3.5. Render regular reports on performance of each student to the latter and latter's parents or guardian with specific suggestions for improvement.
- 2.3.6. Assume the responsibility to maintain and sustain his professionalism in his behavior at all times.
- 2.3.7. Refrain from making deductions in students scholastic rating for acts that are clearly not manifestations of poor scholarship.
- 2.3.8. Participate as an agent of constructive social, economic, moral, intellectual, cultural and political change in his institution and the community within the context of national policies.

## **2.4. Duties and Obligations**

### 2.4.1. Duties and Obligations Under Existing Laws

- 2.4.1.1 Perform his/ her duties to the school by discharging his/ her responsibilities in accordance with the philosophy, goals and objectives of the university.
- 2.4.1.2 Be accountable for the efficient and effective attainment of specified learning objectives pursuant to national development goals within the limits of available school resources.
- 2.4.1.3 Render regular reports on performance of each student to the latter and the latter's parents or guardian with specific suggestions for improvement.
- 2.4.1.4 Assume the responsibility to maintain and sustain professionalism in his/ her behavior at all times.
- 2.4.1.5 Refrain from making deductions in student's scholastic rating for acts that are clearly not manifestations of poor scholarship.
- 2.4.1.6 Participate as an agent of constructive social, economic, moral, intellectual, cultural and political change in his institution and the community within the context of national policies.



### **3. RIGHTS**

#### **3.1 Terms of Appointment**

3.1.1 Statement of Rights includes :

- 3.1.1.1 Period of time the appointment;
- 3.1.1.2 Expected teaching and/or research and extension service assignments;
- 3.1.1.3 Overtime and/or extra load, if any;
- 3.1.1.4 Special committee or administrative assignments;
- 3.1.1.5 Special counseling, advisory, or other responsibilities;
- 3.1.1.6 Daily or weekly schedule of working hours when individual is expected to be present;
- 3.1.1.7 Annual salary and legal tender;
- 3.1.1.8 Fringe benefits and any special pre-requisites which are to be received by the appointee, including conditions governing sabbatical or other leaves of absence which may be granted; and,
- 3.1.1.9 Any limits placed on appointee's rights to engage in outside employment such as consultancy, part time teaching in other institutions, or operating a private business or practicing of profession.

3.1.2 Right to expect that teaching assignments will be within his/ her area of professional competency and that when new course is assigned, he will be given notice within a reasonable time so that proper preparation can be made.

#### **3.2 Tenure and Dismissal**

3.2.1 A clear definition of the policies and conditions under which tenure may be gained, if tenure is not granted at the time of initial appointment.

3.2.2 Right to receive a written statement at the time of appointment



indicating the years of credit earned for prior service at another state, college or university.

3.2.3 Right to appropriate advance notice when a decision is made not to grant tenure.

3.2.4 Right to have reasonable advance notice of dismissal or termination of contract.

### **3.3 Evaluation and Promotion**

3.3.1. Right to periodic evaluation of performance by immediate superior or appropriate faculty committee. Such reviews should allow opportunity to work at overcoming weaknesses and give faculty member a realistic appointment or promotion.

3.3.2. Right to periodic review of salary with annual or merit increase in keeping with established and sound management and personnel practices.

3.3.3. Right to have salary increments based on fair and equal treatment, considering the rank, experience and a clearly presented evaluation of performance.

3.3.4. Right to fair and impartial consideration for promotion in rank based on clearly stated criteria.

3.3.5. Right to receive justifications from an administrative superior or appropriate faculty committee if faculty member does not receive merit raise or promotion in rank.

3.3.6. Right to request review of his/ her case by higher administrative authority or appropriate faculty member committee if faculty member feels unfair treatment in matters of salary or promotion.

### **3.4. Academic Freedom**

3.4.1. Right of the individual faculty member to seek and report as he/she interprets it in his/ her area of academic competence.

3.4.2. Right to seek forth classroom ideas and information in his/ her field of academic competence without fear of interference from the governing authorities of the institution, or other special groups.

3.4.3. Right to set forth public statements ideas and information in his/ her field of academic competence without fear that punitive action from whatever source will be taken against him/ her if those views happens to be unpopular.

3.4.4. Right to involve himself/herself in extramural pursuits and associations as a free Filipino citizen except such activity may unduly interfere with his/ her institutional duties, his/ her conditions of appointment or against the existing laws.

Toward this end, he shall be free to:

3.4.5. Form or join association, organization or union whose purpose or purposes are not contrary to law or rules and regulations of the University;

3.4.6. Espouse any religious or political cause according to the dictates of his/ her own conscience and convictions provided he/she does not impose his / her religious beliefs on his/ her students or colleagues;

3.4.7. Participate or volunteer in community activities including enlistment in military reserve organization and accepting commissions from the same;

3.4.8. Speak out or take personal positions on controversial public issues even those unrelated to his special field of academic competence provided he clearly indicates that his views are of a personal nature and may not represent the stand of the University;

3.4.9. Criticize and/or propose on academic or administrative programs provided he/she does these in a positive and constructive manner;

3.4.10. Express views relative to appointment of academic administrators (including department chairs, college deans, etc). The degree of formal selection of such officials will vary among institutions but vital faculty interest is apparent and faculty should feel free to express his views;

3.4.11. Communicate with higher administrative authorities including the governing board, concerning matters of personal and institutional concern; and,

3.4.12. Invoke institutional provisions on his/her right to remain silent or not to answer when under government investigations without





jeopardizing his/ her faculty appointment.

### **3.5. Rights and/or Privileges as Specified in the Education Act of 1982.**

- 3.5.1. The right to be free from any compulsory assignment not related to his duties as defined in his appointments or employment contract, unless compensated thereof in accordance with existing laws;
- 3.5.2. The right to intellectual property as provided by applicable laws;
- 3.5.3. The right to demand from persons in authority protection and due respect, when acting in the discharge of lawful duties and responsibilities;
- 3.5.4. The right to be accorded the opportunity to choose alternative career channels either in school administration or classroom teaching or other lines of endeavors in the school for purposes of career advancement, provided it does not conflict with the internal needs of the school.

### **3.6. Other Rights Provided for Under Relevant Laws.**

- 3.6.1. The right to free expression of opinions and suggestions and to avail effective channels of communications with the appropriate academic and administrative bodies of the university;
- 3.6.2. The right to be provided with free legal service by the appropriate government offices when charged an administrative, civil and/or criminal proceedings by a party or parties other than the institution or regulating government authorities concerned for any action committed directly in the lawful discharge of professional duties and/or university policies;
- 3.6.3. The right to establish, join and maintain labor organizations of his choice to promote his welfare and defend his interests; and
- 3.6.4. The right to be free from involuntary contributions except those imposed by his own organizations.



## 4. ACADEMIC ACTIVITIES

### 4.1. Academic Work

- 4.1.1. Full-time faculty members shall devote forty (40) hour work a week of which five (5) hours shall be devoted to academic counseling of students.

Normal academic activities are as follows:

- 4.1.1.1. Teaching. Teaching is the major activity of full-time faculty members who should teach their major/specialized disciplines. Teaching assignment is made by the Department Chairman in consultation with the College Dean.

- 4.1.1.2. Academic Counseling. Five (5) hours a week should be devoted to counseling students and consultation on academic affairs.

- 4.1.1.3. Academic Development. Attendance to seminars, symposium and conferences on appropriate topics should be encouraged to enhance teaching capability.

- 4.1.1.4. School Activities. Faculty members should always be willing to participate in any school activity such as assistance in enrolment and others.

- 4.1.1.5. Community Service. Faculty members are encouraged to participate in community service projects.

- 4.1.2. Residence hours a week may be reduced up to eight (8) by the President for the following reasons:

- 4.1.2.1. Professional consultation
- 4.1.2.2. Research activities
- 4.1.2.3. Special detail to other government agencies
- 4.1.2.4. Part-time studies with a maximum of 6 units/semester

- 4.1.3. The Vice President for Academic Affairs may deload faculty members upon recommendation of the Department Chairman and Dean concerned for the following reasons:

- 4.1.3.1. Administrative assignment;



- 4.1.3.2. Coordination of research projects duly approved by an appropriate research body;
- 4.1.3.3. Duly approved study leave; or,
- 4.1.3.4. Other reasons deemed worthy by the Vice President for Academic Affairs.

4.1.4. The normal full-load of faculty members is 18 CHW units distributed as follows

- 4.1.4.1. 15 units for actual teaching contact hours;
- 4.1.4.2. 3 units for co-curricular and/or for extra-curricular activities  
or
- 4.1.4.3. 18 units for actual teaching contact hours only.

## 4.2. Classroom Management

- 4.2.1. Norms of Conduct. An instructor must inspire students to live by the norms prescribed for CLSU students. He must perform his teaching functions with dedication expected of a public servant. (See Appendix B, Republic Act No. 6713, "Code of Conduct and Ethical Standards for Public Officials and Employees" for details).
- 4.2.2. Class Attendance. The classroom is the usual place where students and instructor interact in the learning process. The instructor therefore must inspire and enforce punctuality to and diligent attendance of students to class activities.
- 4.2.3. Instructor Appearance. Students are allowed to leave the classroom if the instructor does not appear within the first fifteen (15) minutes of the class period.
- 4.2.4. Class Dismissal. Classes should be dismissed ten minutes (10) before the period ends to give students time to prepare for the next class.
- 4.2.5. Evaluation and Report of Grades. The instructor must monitor the progress of the student learning process through class recitation, quizzes and term examinations. For details of evaluation and report of grades, see Section 3 of the Academic Regulations and Procedures.
- 4.2.6. Remedial Tutoring. Remedial tutoring should be given to needy and deserving students during the regular consultation period.



4.2.7. Field Trips. They are undertaken to supplement classroom instruction and must be according to existing regulations.

4.2.8. Cheating. Cheating is committed if any of the following actions is consummated :

4.2.8.1. Communication between students during examination done in a manner that betrays attempts or actual exchange of answers to questions. The instructor's declaration is enough evidence for imposing appropriate penalty.

4.2.8.2. Possession of a note containing answers to questions covered in the examination. The confiscated note and the instructor's declaration constitute the evidence for imposing appropriate penalty.

4.2.8.3. Declaring and submitting another student's work as one's own. For details of appropriate penalties refer to Section 5 of the CLSU Student Code of Discipline.



**Chapter II**  
**HIRING PROCEDURES OF NEW**  
**FACULTY MEMBERS**

**1. POLICIES**

The Faculty Selection Board (FSB) screens the applicants and submits its recommendation to the President for approval. The NBC 461 common criteria for evaluation shall serve as the basic scheme in ranking of the applicants. (For FSB membership see Merit System for Faculty Members of CLSU, Chapter 4, II).

Incoming faculty members are required to undergo and pass a complete medical examination prior to an appointment; likewise, psychological testing is a must.

New faculty members are required to attend an orientation seminar to fully inform them of the University policies, rules and regulations and acquaint them with the University's Faculty Association, administrative staff and University facilities.

**2. APPOINTMENTS**

All appointments to the position of faculty shall be based strictly on merit and fitness and not on religious, political and or any other consideration.

Without prejudice to the provisions of the National Budget Circular No. 461 and to all appointments made prior to the approval of this Manual, no person shall be appointed as Instructor, Assistant Professor, Associate Professor and Professor if the following qualifications are not met (Merit System for Faculty Members of CLSU, Chapter 4, I.1):

**INSTRUCTOR I TO II**

Education	Relevant Master's Degree
Experience	2 years of relevant experience
Training	None required
Eligibility	None required
	RA 1080 (For courses requiring BAR or Board eligibility)



### INSTRUCTOR III

Education	Relevant Master's Degree
Experience	2 years of relevant experience
Training	Four (4) hours relevant training
Eligibility	None required RA 1080 (For courses requiring BAR or Board eligibility)

### ASSISTANT PROFESSOR I TO III

Education	Relevant Master's Degree
Experience	2 years of relevant experience
Training	Four (4) hours of relevant training
Eligibility	None required RA 1080 (For courses requiring BAR or Board eligibility)

### ASSISTANT PROFESSOR IV

Education	Relevant Master's Degree
Experience	2 years of relevant experience
Training	Eight (8) hours of relevant training
Eligibility	None required RA 1080 (For courses requiring BAR or Board eligibility)

### ASSOCIATE PROFESSOR I TO III

Education	Relevant Master's Degree
Experience	2 years of relevant experience
Training	Eight (8) hours of relevant training
Eligibility	None required RA 1080 (For courses requiring BAR or Board eligibility)

### ASSOCIATE PROFESSOR IV TO V

Education	Relevant Master's Degree
Experience	3 years of relevant experience
Training	16 hours of relevant training
Eligibility	None required RA 1080 (For courses requiring BAR or Board eligibility)



## PROFESSOR I

Education	Relevant Master's Degree
Experience	4 years of relevant experience
Training	24 hours of relevant training
Eligibility	None required RA 1080 (For courses requiring BAR or Board eligibility)

## PROFESSOR II TO III

Education	Relevant Master's Degree
Experience	5 years of relevant experience
Training	32 hours of relevant training
Eligibility	None required RA 1080 (For courses requiring BAR or Board eligibility)

## PROFESSOR IV TO VI

Education	Relevant Doctorate Degree
Experience	5 years of relevant experience
Training	32 hours of relevant training
Eligibility	None required RA 1080 (For courses requiring BAR or Board eligibility)

## UNIVERSITY PROFESSOR

Education	Relevant Doctorate Degree
Experience	5 years of relevant experience
Training	32 hours of relevant training
Eligibility	None required RA 1080 (For courses requiring BAR or Board eligibility)

### 3. TENURE

Tenure is the title of permanence to position for the faculty to hold until retirement, resignation, death, separation for cause, or dropping from the roll as determined through due process.



The initial appointment for faculty members is Temporary for a period not to exceed one year. Renewal of appointment is based on Very Satisfactory performance rating or better.

Permanent appointment is given to faculty members who completed the probationary period of four consecutive semesters, and possess master's or doctorate degree.

Issuance of permanent appointment shall be made by the University President upon the recommendation of the Department Chairman, Dean and Vice President for Academic Affairs duly approved by the Board of Regents.

#### **4. PROMOTION**

Promotion shall be based on established policies stated in CSC Res. No. 83-343, CSC Res. No. 84-105-A, CSC MC No. 5 s. 1987 and NBC 461.

Promotion shall be done only after two evaluation periods and not more than once a year.

No faculty member shall be promoted unless he/she obtains a rating of Very Satisfactory or better after two rating periods.

Mere filing of administrative charge shall not constitute disqualification for promotion.

When a faculty member due for promotion is charged administratively, his promotional appointment shall be withheld until after the case shall have been finally decided.

The procedure for promotion consists of the following consecutive steps

1. Announcement and publication of vacant positions/ranks
2. Evaluation of credentials of applicants by the Faculty Selection Board (FSB)
3. Submission of the ranking of applicants to the University President
4. Selection/approval by the University President
5. Transmission of results to applicants concerned through the HRMO.





## **5. SALARY SCALE AND PAY PERIODS**

Faculty members receive salaries corresponding to their duly authorized ranks.

Salaries are paid twice a month; on the 15th and end of the month.

Salaries of the newly hired faculty members shall be paid upon approval of appointment and submission of proof of service – CS Form 48.



**Chapter III**  
**EMPLOYMENT POLICIES,**  
**PROCEDURES AND PRACTICES**

**1. RECRUITMENT AND APPOINTMENT**

Rules and procedures on recruitment and appointment must be consistent with Civil Service Commission (CSC) laws and rules. The University, however, may promulgate and adopt additional procedures that best suit its special need and situation but are not contrary to CSC laws and rules.

1.1. General policy on recruitment. The University shall adopt and implement the following policies:

1.1.1. No religious test. No religious test shall be applied nor shall religious opinion or affiliations be a matter of inquiry in the appointment of the university official and employees.

1.1.2. Candidates who lost in national or local election. No candidate who lost in any election shall, within one (1) year after such election, can be appointed to any position in the University. However, this provision does not apply to Barangay elections.

1.1.3. Persons who resigned to promote the candidacy of another. An official or employee who is not allowed to go on leave but has to resign to promote the candidacy of another cannot be reappointed during the six month period following such election.

1.1.4. Elective official during his tenure. No elective official, during his tenure, shall be eligible for appointment or designation in any capacity or position in the University.

1.1.5. Persons separated from the service through their own fault. No person perpetually excluded/disqualified from the government service shall be appointed or reemployed to the teaching and non-teaching position unless he has been granted executive clemency by the President of the Republic of the Philippines.

1.1.6. Appointment of physically disabled person. Mere physical disability does not disqualify a person to the government service if the handicap or disability does not affect the efficiency of the person performing his specific duties and responsibilities.

1.1.7. Qualification Standards (QS). All appointees in the University must



meet the minimum qualification prescribed by the updated QS issued by the Civil Service Commission to the position. Nothing in this section, however, shall prohibit the University to prescribe and adopt higher standards than those required by the QS issued by the CSC; provided, that such higher standards are approved by its governing board and are consistently applied.

1.2. Procedures in Recruitment. In general, the following procedures shall be followed in recruitment:

1.2.1. Preliminary screening by the Faculty Selection Board (FSB). The FSB determines en banc and recommends in writing to the appointing authority the ranked applicants who may be considered for the vacancy.

1.2.2. Preparation of appointment. The University President takes action on the recommendation of the FSB. The Human Resource Management Officer (HRMO) shall prepare the appointment in the updated CS Form 33 for signature of the appointing authority. The HRM Office and other required signatories shall see to it that the documents required under the Civil Service laws are complied with. He shall make the necessary certification to that effect before the appointment is signed by the appointing or the duly authorized representative.

1.2.3. Effectivity of the appointment. The effectivity date of an appointment is the date of the signing, which is the date of issuance of the appointment provided the appointee assumes the duties and discharges the functions of the position immediately.

1.2.4. Issuance of the appointment. After the appointment is signed by the appointing authority, a copy shall be furnished to the appointee, acknowledging receipt thereof on the other copies of the appointment. No employee or appointee shall be allowed to assume his duty until after he/she has been issued a copy of his/her appointment.

1.2.5. Liability of persons allowing staff to report for duty without appointment. It is not the preparation of the appointment that authorizes a staff to assume his/her function but the actual issuance of his/her appointment. Any person who requires or allows a staff to report without presenting a copy of his/her appointment duly signed by the appointing authority, shall be personally liable to the payment of the staff's salary, without prejudice to administrative sanction if circumstances warrant.



## 2. APPOINTMENT TYPES AND STATUS/PERSONNEL MOVEMENT

CSC Res. No. 962268, s. 1996 granted CLSU the authority to appoint and issue appointments without the attestation of the CSC. Instead, the HRM Office prepares and submits to CSC Field Office the Report on Appointments Issued (RAI) within the first 15 days of the coming month. Every year the CSC Field office shall audit CLSU on the compliance of the provisions of the accreditation.

The appointment may either be original, initial, renewal, promotion, transfer, demotion, reinstatement or re-employment. By employment status, it may be permanent, temporary, casual, contractual, substitute, co-terminous.

- 2.1. Promotion is a movement from one rank to higher faculty rank/sub-rank on the basis of the minimum requirements (education, training, and scholarship grants) of the position including performance rating of at least Very Satisfactory during the last two (2) rating periods. It carries with an increase in duties and responsibilities as authorized by law and usually accompanied by an increase in pay. The movement may be from one organizational unit to another in the same department or agency.
- 2.2. Transfer is a movement of one position to another which is of equivalent rank, level or salary without a gap in service. It requires the issuance of an updated appointment.
- 2.3. Detail is a movement from one department to another or agency, which is temporary in nature. It does not need an issuance of appointment.
- 2.4. Reemployment means a reappointment of a person who has been previously permanently appointed but separated from the service as a result of reduction in force, reorganization and/or voluntary resignation, early retirement and disciplinary action such as dropping from the rolls and other modes of separations. It presupposes a gap in the service. (MC 15, s.1999)
- 2.5. Reinstatement is a reappointment of a person who has been previously appointed to a position in the career service with no delinquency or misconduct but has been separated therefrom, or the restoration of one who has exonerated of the administrative charges filed against him. (Sec. 6 Rule VII Bk. 5 EO 292).



2.6. Secondment is a movement of an employee from one department or agency to another which is temporary in nature; it may not require the issuance of an appointment but may either involve reduction or increase in salary (Sec. 9 Rule VII Bk 5, EO 292). Secondment exceeding one year however, shall involve issuance of appointment by the receiving agency. While on secondment, the seconded official/employee shall be on leave without pay from his mother agency. A seconded employee draws his salary from the receiving agency as compared to an employee on detail who draws salary from the mother agency.

2.7. Renewal is a subsequent appointment issued upon the expiration of contractual/casual or temporary appointment if a qualified eligible is still not available. The renewal presupposes no gap in service.

2.8. Reappointment is a re-issuance of appointment during reorganization, devolution, salary standardization, or similar events or subsequent appointment of a substitute teacher.

2.9. Reclassification/Upgrading. Change of position title with increase in salary grade. This is for effective execution of function and duties attached to the position and for the employee to perform an all around adaptability in meeting diverse work assignment. This requires issuance of appointment.

2.9.1. Contractual Appointment. It is issued to an employee who undertakes a specific work or project requiring technical or specialized knowledge and skills.

2.9.2. Part-Time Appointment. It is issued to a faculty who undertakes teaching position not as full time faculty.

### **3. PROMOTION**

Promotion of faculty members shall be based on the implementing guidelines for National Budget Circular No. 461 (NBC 461).

3.1. All faculty members in higher education programs and heads/administrators of public higher education institutions (HEIs) composed of the State Universities and Colleges (SUCs) and CHED Supervised Higher Education Institutions (HEIs), including TESDA Technician Education Institutions (TEIs) shall be evaluated in accordance with the revised and updated Common Criteria for Evaluation (CCE) and the Modified Point Allocation (MPA).



- 3.2. All claims for CCE points shall be supported by the appropriate and pertinent primary documents. Secondary documents shall not be accepted except in situations where the primary documents have been lost or damaged through force majeure.
- 3.3. Personal Data Sheet (PDS) accomplished and submitted for evaluation shall be subscribed and sworn to.
- 3.4. The following mechanics of implementation shall be observed.
- 3.4.1. The HEI concerned shall reproduce the Personal Data Sheet.
  - 3.4.2. The faculty member or those with academic rank shall accomplish the PDS form and shall attach all supporting documents.
  - 3.4.3. The HEI shall form two Committees- one of evaluators and one of reviewers- who shall sit en banc to evaluate and review faculty credentials.
  - 3.4.4. The NBC 461 Evaluators shall enter the points in the Summary Sheet and shall sign the same.
  - 3.4.5. The Review Committee shall review the evaluation of all documents and submit the evaluated Personal Data Sheet and supporting documents to the Head of school for official transmittal to the PASUC CCE Computerization Center, which shall process the documents using approved computer program.
  - 3.4.6. Where the two committees differ in their faculty assessment, they shall sit down together and come to a collegial decision.
  - 3.4.7. The official printout from the PASUC CCE Computerization Center shall be released to the President/ Administrator or the authorized Representative of the HEIs concerned.
- 3.5. Upon authorization of the DBM, the PASUC CCE Computer Center shall be at the Zonal Computer Center at the Bulacan State University based on a Memorandum of Agreement (MOA) between PASUC and TUP.
- 3.6. For purposes of implementing the National Compensation Circular, cut-off date shall mean the most recent date of documents considered in the evaluation cycle.



- 3.7. The hiring /promotion of faculty members shall be subject to the relevant educational qualification by rank/subrank and the Merit System Plan adapted by the Governing Boards of SUCs and the Merit System Plans for faculty promulgated for CHED-Supervised HEIs and TESDA TEIs provided that such Merit System Plans shall not be lower than the Qualification Standards (QS) prescribed by the Civil Service Commission (CSC). The CCE computer printout shall be the basis of hiring new faculty members from Instructor I to Assistant Professor IV.
- 3.8. For upgrading and/or promotion to any sub-rank in the Instructor and Assistant Professor positions a faculty candidate should satisfy the CCE points corresponding to the rank/sub-rank plus the qualitative contributions in the area of instruction referred to as Teaching Effectiveness (Annex 1).
- 3.9. For the upgrading and/or promotion to the rank of Associate Professor I to V a faculty candidate should satisfy the CCE points corresponding to the rank/sub-rank plus qualitative contributions in at least two (2) of the four functional areas, namely, instruction, research, extension, and production. The standards and point values in the qualitative contributions are indicated in Appendix D.
- 3.10. For upgrading and/or promotion to the rank of Professor I to VI, the faculty candidate shall be required to earn the CCE points corresponding to the rank/subrank plus qualitative contribution in at least three of the four functional areas.
- 3.11. Faculty positions in CHED-Supervised HEIs and TESDA TEIs shall be limited to the rank of Associate Professor V.

#### **4. PERSONNEL BENEFITS AND PRIVILEGES**

##### **4.1. Leave Benefits**

In general, officers and employees of the government whether permanent or temporary, casual or emergency who render work during prescribed office hours shall be entitled to 15 days vacation and 15 days sick leave with full pay exclusive of Saturdays, Sundays and public holidays. Accumulated leave credits is unlimited (Sec. 1 Rule XVI, EO 292 and CSC MC # 41, s. 1998 and SCSC MC # 14, s. 1999).

Faculty members of the University are covered by special leave law (Sec. 10 Rule XVI, EO 292). Part-time employees are entitled to leave benefits proportionate to the number of work hours rendered. If an

employee renders 4 hours of work 5 days/week or a total of 20 hrs/week, he is entitled to 7.5 days vacation and 7.5 days sick leave annually with full pay (as amended by MC 14, s. 1994).

Vacation and Sick Leaves are cumulative and commutable upon retirement, resignation, and separation. Contractual employees are likewise entitled to vacation and sick leave credits including special leave privileges (MC 14, s. 1999).

4.1.1. Vacation Leave shall be applied at least 5 days before the actual leave. Its approval is discretionary especially if vacation leave is more than 30 days.

4.1.2. Sick Leave is granted on account of illness or any member of his immediate family. Sick leave in excess of 5 days requires a medical certificate.

4.1.3. Mandatory Leave EO 1077 requires all officials and employees in the government to go on a mandatory leave of absence of 5 working days which need not be successive. If not availed, it is automatically forfeited except if the scheduled leave has been cancelled in the exigency of the service, in which case the leave will not be deducted from the total accumulated leave.

Leave without pay not exceeding one year may be granted in addition to vacation and sick leave. Any leave beyond 30 days require clearance from proper authorities.

4.1.4. Terminal Leave is given should an employee retire, resign or be terminated/ separated. He may apply for a terminal leave and the leave credits shall be converted to cash.

4.1.5. Maternity Leave is given to married women in the government whether temporary, permanent or casual who have rendered an aggregate of 2 or more years of service. This leave shall be in addition to vacation and sick leave and the married women shall be entitled to maternity leave of 60 days with full pay. Teachers who give birth during summer vacation can avail of the maternity benefits and proportional vacation pay simultaneously. Maternity leave pay of those who rendered 1 year or more but less than 2 years shall be compensated in proportion to their length of service.

4.1.6. Paternity Leave is for married male employees who are granted





the privilege to leave for 7 days if his legitimate spouse has delivered a child or suffered miscarriage, for purposes of enabling him to take care and support his wife and new born child before, during and after childbirth.

4.1.7. Study Leave is a leave granted to a faculty member subject to Human Resource Development guidelines.

4.1.8. Teacher's Leave. Faculty members of state university and colleges who do not have administrative function are not entitled to the usual vacation and sick leave credits but, instead, to proportionate vacation with pay of 70 days of summer vacation and 14 days of Christmas vacation.

Teachers with Administrative Function. Faculty members with administrative functions and whose services are needed during summer and Christmas vacation shall be entitled to accumulate vacation and sick leave credits; provided that:

4.1.8.1. Their functions are covered by a designation lasting for at least one (1) year;

4.1.9 Sabbatical Leave is a privilege which may be granted to a qualified and deserving member of the faculty in order to advance the frontiers of knowledge through investigation, writing, or research in the field related to his/her specialization and in consonance with the objective of the University.(See Appendix E)

## 5. RETIREMENT BENEFITS

Those who leave the government service because they have reached retirement age or have served the required numbers of years receive benefits in recognition of their service.

5.1 Compulsory retirement is at the age 65, if an employee has served in the government for at least 15 years. However, the following are retirement options available to those who were in the service before June 1, 1977:

5.2 **RA 8291 and PD 1146.** – This provides for retirement age at least 60 years old after 15 years of service.

**Under the new law (RA 8291),** a retiree has two options:



- i. The 5-year lump sum (60 x Basic Monthly Pension) plus the basic monthly pension for life starting at the end of the 5-year guaranteed period; or
- ii. The cash payment (18 x Basic Monthly Pension) plus the basic monthly pension for life starting immediately upon retirement.

Under the former law (**PD 1146**), a retiree has two options:

- i. The benefits shall be a basic monthly pension or a lump sum of the basic monthly pension for five (5) years with a discount rate of 6%; or
- ii. A cash payment equal to 100% of the average monthly compensation for every year of service.

5.2.1 **RA 1616.** – This provides for retirement after 20 years service, regardless of age, the last three (3) years of which are continuous. The benefits are:

5.2.1.1 Gratuity benefits, which are computed as follows: for the first 20 years, one (1) month salary for each year of service; for over 20 years up to 30 years, one and a-half (1 ½) months salary; for over 30 years, two (2) months salary. Gratuity to be computed based on the highest salary received

5.2.1.2 Refund of personal contribution with interest and the corresponding government contribution without interest.

5.2.2 RA 660 – This law provides retirement for those who pass the “Magic 87” criteria, that is, when the length of service and age at retirement are summed up, the total is at least “87”. Benefits available are five (5) years lump sum or initial three (3) lump sum depending upon your age. After five (5) years, you will be paid a monthly pension as long as you live.

5.3 For those who came into the government service after May 31, 1977, the two options available them are RA 8291 and PD 1146.

5.4 Lastly, for those who came into the service on or after June 24, 1977, the only option to them is RA 8291.



## **6. GOVERNMENT SERVICE INSURANCE SYSTEM (GSIS)**

The Government Service Insurance System Act of 1977 (RA 8292) provides compulsory membership to all government employees receiving monthly compensation and who have not reached the compulsory retirement age, irrespective of employment status. It is mandatory for government employee and employer covered by this Act to pay monthly contribution of 12% and 9%, respectively, of their monthly compensation.

Among the benefits derived from membership in the system are:

- a. Separation benefits
- b. Unemployment or involuntary separation benefits
- c. Retirement benefits
- d. Disability benefits
- e. Survivorship benefits
- f. Funeral benefits
- g. Life Insurance benefits
- h. Availment of loans

## **7. HOME DEVELOPMENT MUTUAL FUND (Pag IBIG)**

The fund was set up mainly for housing purposes. By virtue of RA 7742, effective January 1, 1995, membership is mandatory for employees with a minimum of P4,000.00 monthly income. However, those below P4,000.00 is voluntary. The monthly premium contribution of members ranges from monthly minimum Salary Base (SB) of P4,000.00 to maximum Salary Base of P20,000.00, the monthly Personal Share (PS) is equal to  $SB \times 1.25\%$ . The employer Share (ES) is equivalent to Personal Share. The government pays the employer share to the fund.

Besides granting the employee a housing loan, appliance and multi-purpose loan, other benefits includes:

1. Total Accumulated Value (TAV). This will be granted to employee upon termination of his/her membership (retirement, resignation or maturity). TAV includes government's and employee's contributions;
2. Death Dividends. This is granted to employee's beneficiaries upon death, in addition to his/her total accumulated savings plus earned dividends' and Fixed Dividends. This will be given to employees without outstanding loan.



## **8. PHILIPPINE HEALTH INSURANCE CORPORATION (PhilHealth)**

All government employees are automatically covered by PhilHealth. Their dependents are covered under the plan of hospitalization, surgical and medical. The plan includes government employees whose term of office is not less than 60 days.

Medical benefits are not cumulative. They are forfeited if not utilized within a calendar year.

The State Insurance Fund (SIF) policy of the state is to promote and develop a tax-exempt employee's compensation program whereby employees and their dependent, may promptly secure adequate income benefits, medical and related benefits. The employer contributes 1% of the employee's monthly salary but not to exceed P30.00 for SIF.

SIF covers all employers and their employees not over 60 years of age, those above 60 years old and those paying contributions to qualify their retirement under the GSIS life insurance benefit. It also includes employees covered by the Commonwealth Act No. 186 as amended including casuals, emergency, temporary, substitute or contractual employees.

## **9. SEPARATION FROM THE SERVICE**

9.1. Resignation. A voluntary written notice of an employee informing the appointing authority that he is relinquishing his position. The letter of resignation shall be filed at least two months before the effective date to give enough time to the administration to look for replacement. Resignation shall be subject to the approval of the University President.

9.2. Retirement. Employees who have reached retirement age or have served the required number of years are qualified to receive benefits in recognition of their services.

9.3. Dropping From The Roll. Officers and employees who are either habitually absent or have unsatisfactory or poor performance or have shown to be physically and mentally unfit to perform their duties may be dropped from the roll subject to the following procedures:

9.3.1. Absence Without Approved Leave (AWOL)

9.3.1.1. An officer or employee who is continuously absent without approved leave (AWOL) for at least thirty (30) working days shall be



separated from the service or dropped from the rolls without prior notice. He shall however be informed of his separation from the service not later than five (5) days from its effectivity which shall be sent to the address appearing on the 201 files; or to his last known address.

9.3.1.2. If the number of unauthorized absences incurred is less than thirty (30) working days, written return-to-work order shall be served on the official or employee at his last known address on record. Failure on his part to report for work within the period stated in the order shall be a valid ground to drop him from the rolls.

### 9.3.2. Unsatisfactory or Poor Performance Ratings

9.3.2.1. An official or employee who is given two (2) consecutive unsatisfactory ratings may be dropped from the rolls after due notice. Notice shall mean that the officer or employee concerned is informed in writing of his unsatisfactory performance for a semester and is sufficiently warned that a succeeding unsatisfactory performance shall warrant his separation from the service. Such notice shall be given not later than 30 days from the end of the semester and shall contain sufficient information, which shall enable the employee to prepare an explanation.

9.3.2.2. An official or employee, who for one evaluation period is rated poor in performance may be dropped from the rolls after due notice. Due notice shall mean that the officer or employee is informed in writing of the status of his performance not later than the 4th month of the rating period with sufficient warning that failure to improve his performance within the remaining period of the semester shall warrant his separation from the service. Such notice shall also contain sufficient information, which shall enable the employee to prepare an explanation.

### 9.3.3. Physically and Mentally Unfit

9.3.3.1. An officer or employee who is continuously absent for more than one (1) year by reason of illness may be declared physically unfit to perform his duties and the head of office in the exercise of his sound judgment may consequently drop him from the roll.

9.3.3.2. An officer or employee who is intermittently absent by reason



of illness for at least 260 working days during a 24-month period may also be declared physically unfit by the head of office.

9.3.3.3. An officer or employee who is behaving abnormally for an extended period which manifests continuing mental disorder and incapacity to work as reported by his co-workers or immediate supervisor and confirmed by the head of office, may likewise be dropped from the rolls.

For the purpose of the three (3) preceding paragraphs, notice shall be given to the employee containing a brief statement of the nature of his capacity to work.

9.3.3.4. The officer or employee who is separated from the service through any of the above modes has the right to appeal his case to the Civil Service Commission (CSC) or its regional office within fifteen (15) days from receipt of such order or notice of separation;

9.3.3.5. The order of separation is immediately executory pending appeal, unless the CSC on meritorious grounds directs otherwise;

9.3.3.6. This mode of separation from the service for unauthorized absences or unsatisfactory or poor performance or physical and mental incapacity is non-disciplinary in nature and shall not result in the forfeiture of any benefits on the part of the official or employee nor in disqualifying him from reemployment in the government;

9.3.3.7. The written notice mentioned in the preceding paragraphs may be signed by the person exercising immediate supervision over the official or employee. However, the notice of separation shall be signed by the appointing authority or head of office.

9.4. Filing of Certificate of Candidacy. Employees who are holding an appointive position, cease to be an employee on the day he/she filed Certificate of Candidacy.

9.5. An employee can also be forced to leave the civil service on the following grounds:

9.5.1. Compulsory retirement – if an employee reaches the age of 65

9.5.2. Separation for disciplinary reason

9.5.3. Abolition of the office or of the position

9.5.4. Reduction in force



9.5.5. Reorganization

9.5.6. Expiration or termination of the appointment or service contract

9.5.7. Disability or death

If the incumbents' appointment is temporary, it terminates after 12 months, unless renewed when there are no qualified and immediately available for appointment.

Reduction of personnel takes place when there is lack of funds for continued operations or when the university reorganizes. Those who will be laid off, will be given 30-day notice which indicates his/her last day of service.

A personnel, in case of separation from the service for cause or not is disqualified from receiving benefits that he/she has earned, unless the terms of separation provide otherwise.

## **10. ADMINISTRATIVE GUIDELINES AND PROCEDURES**

Optimum efficiency in the government service requires a system of rules to maintain order, and this is in effect referred to as Administrative Discipline. On the other hand, ascertaining by careful inquiry alleged sins of commission or omission imputed on government employees, is called an Administrative Investigation.

As provided for by RA No. 2260 known as the Civil Service Law of 1959 and adopted by PD No. 807, otherwise called the Civil Service Decree of the Philippines and further incorporated in the Administrative Code of 1987 in its Omnibus Rules implementing Book V of the said code, procedure is laid down as a pattern to follow in an administrative investigation in observance of due process. There are two (2) ways however of conducting the investigation of an administrative case, namely formal investigation and summary proceedings.

### **10.1. FORMAL INVESTIGATION**

10.1.1. Administrative Proceedings. Administrative proceedings may commence against a subordinate officer or employee by the Agency head/office of equivalent rank (P.D. No. 807, Sec. 38a).

10.1.2. Processing the Complaint. Complaints against subordinate employee maybe filed directly with the Civil Service Commission or with the agency where the respondent belongs (PD No. 807, Art. IX, Sec. 37a).



10.1.2.1. The complaint shall be in writing and under oath when filed by person other than the agency head; otherwise, the same shall not be given due course.

10.1.2.2. No action shall be taken on an anonymous complaint unless there is obvious truth or merit to the allegations set forth in the complaint.

10.1.2.3. The complaint shall be written in clear, simple and concise language and in a systematic manner as to apprise the respondent of the matter of charge against him and to enable him to prepare his defense and the said complaint shall contain the full name and address of the respondent as well as his position and office of employment, the specifications of the charges, and a brief statements of relevant and material facts, accompanied by certified true copy of the documentary affidavits, if any, and sworn statements covering the testimonies of the witnesses.

10.1.2.4. In case of complaints filed by persons other than head/chiefs of offices, the complainant shall submit sworn statements with his documentary evidence. If on the basis of such papers a prima facie is found not to exist, the disciplining authority shall dismiss the case. If a prima facie case exists he shall notify the respondent in writing, of the charges against the latter, to which shall be attached copies of the complaint, sworn statements and other documents submitted (PD No. 807, Art. IX, Sec. 38b).

10.1.3. Complaint filed directly with the Civil Service Commission maybe heard and decided by the Commission or it may deputize any department or agency or official or group of officials to conduct the investigation. The results of the investigation shall be submitted to the Commission with the recommendation as to the penalty to be imposed or actions to be taken (PD No. 807, Art. IX, Sec. 37a).

10.1.4. The respondent shall be allowed no less than 72 hours (3 days) after receipt of the complaint to answer the charges in writing and under oath, together with supporting sworn statements and documents, in which he shall indicate whether or not he elects a formal investigation if his answer is not considered satisfactory. If the answer is found satisfactory, the disciplining authority shall dismiss the case (PD No. 807, Art. IX, Sec. 38b).

10.1.5. When to Consider a Formal Investigation. A formal investigation may be conducted upon the request of the respondent or even if not





requested, when from the allegations of the complaint and the answer of the respondent, including the supporting documents, the merits of the case cannot be decided judiciously without conducting such an investigation (PE No. 807, Sec. 38b & c).

10.1.6. Purpose of Investigation. The investigation shall be conducted only for the purpose of ascertaining the truth and without necessarily adhering to the technical rules applicable in judicial proceeding. It shall be conducted by the disciplining authority concerned or his authorized representative (PD No. 807, Sec. 38g).

#### 10.1.7. Rights of Parties in Formal Investigation

10.1.7.1. All persons shall have the right to a speedy disposition of their cases before all judicial, quasi-judicial or administrative bodies (Const. Art. IV, Sec. 16).

10.1.7.2. Either party may avail the services of a counsel (PD No. 807, Sec. 38f).

10.1.8. Duration of Administrative Investigation. The investigation shall be held not earlier than five (5) days nor later than ten (10) days from the date of receipt of respondent's answer by the disciplining authority, and shall be finished within thirty (30) days from the filing of charges unless the period is extended by the commission in meritorious cases. The decision shall be rendered by the disciplining authority within thirty (30) days from the termination of the investigation or submission of the report of the investigation, which report shall be submitted within fifteen (15) days from the conclusion of the investigation (PD No. 807, Art. IX, Sec. 38d).

### 10.2. **Summary Proceedings/Investigation**

No formal investigation is necessary and the respondent may be immediately removed or dismissed if any of the following circumstances is present:

10.2.1. Where the charge is serious and the evidence of guilt is strong;

10.2.2. Where the respondent is a recidivist or has been repeatedly charged and there is reasonable ground to believe that he is guilty of the present charge; or,

10.2.3. Where the respondent is notoriously undesirable.



Resort to summary proceedings by the disciplining authority shall be done with utmost objectivity and impartiality to the end that no injustice is committed; provided, that removal or dismissal except those by the President of the Philippines himself or upon his orders may be appealed to the Civil Service Commission (PD No. 807; Art. IX, Sec. 14).

### 10.3. **Composition of the Investigation Board/Committee**

For purposes of expediency and speedy disposition of administrative cases, whenever members of the staff are involved as respondents, the Administrative Officer of the University/Legal Counsel will act as chairman with the President of NASA/Faculty Association Inc. and President of CLUTHCHES as members and RA No. 2260 known as the Civil Service Decree of the Philippines and the Administrative Code of 1987 as contained in the Omnibus Rules Implementing Book V of the said code shall govern the proceedings and ultimate disposition of the case without prejudice to other relevant rules and regulations.

The foregoing is submitted for proper consideration.

### 10.4. **UNIFORM RULES ON ADMINISTRATIVE CASES AS CONTAINED IN CSC RES. NO. 99-1936 DATED AUGUST 31, 1999**

10.4.1 Complaint. A complaint against an officer or employee shall not be given due course unless it is in writing and subscribed and sworn to by the complainant. However, in cases initiated by the University President, the complaint need not be under oath.

No anonymous complaint shall be entertained unless there is obvious truth or merit to the allegations therein or supported by documentary or direct evidence. In which case, the person complained of may be required to comment.

The complaint shall contain the following:

- 10.4.1.1. full name and address of the complainant;
- 10.4.1.2. full name and address of the person complained of as well as his position and office of employment;
- 10.4.1.3. a narration of the relevant and material facts which shows the acts or omissions allegedly committed by the officer/employee;
- 10.4.1.4. certified true copies of documentary evidence and affidavits of his witnesses, if any; and,
- 10.4.1.5. certification or statement of non-forum shopping.



In the absence of any one of the aforementioned requirement, the complaint shall be dismissed.

10.4.2 Where to file a Complaint. An administrative complaint may be filed to the office of the President.

10.4.3 Withdrawal of the Complaint. The withdrawal of the complaint does not ensure in its outright dismissal nor discharge the person complained of from any administrative liability. Where there is obvious truth or merit to the allegation in the complaint or where there is documentary evidence that would tend to prove the guilt of the person complained of, the same should be given due course.

10.4.4 Action on the Complaint. Upon receipt of a complaint which is sufficient in form and substance, the President thru the VP for Administration will indorse to the Director, for Administrative Services (investigating officer) to require the person complained of to submit a Counter-Affidavit/Comment under oath within three (3) days from receipt.

10.4.5 Preliminary Investigation. The investigating officer will conduct a Preliminary Investigation which involves the ex parte examination of records and documents submitted by the complainant and the person complained of. During said investigation, the parties are given the opportunity to submit affidavits and counter-affidavits. Failure of the person complained of to submit his counter affidavit shall be considered as a waiver thereof.

Thereafter, if necessary, the parties may be summoned to a conference where clarificatory and other relevant questions may be asked.

Upon receipt of the counter-affidavit or comment under oath, the Investigating Officer may now determine whether a prima facie case exist to warrant the issuance of a formal charge.

10.4.6 Duration of the Investigation. A preliminary investigation shall commence not later than five (5) days from receipt of the complaint by the Investigating Officer and shall be terminated within thirty (30) days thereafter.

10.4.7 Investigation Report. Within five (5) days from the termination of the preliminary investigation, the Investigating Officer shall submit the Investigation Report and the complete records of the case thru the VP for Administration to the President.



10.4.8 Decision or Resolution After Preliminary Investigation. If a prima facie case is established during the investigation, a formal charge shall be issued by the President. A formal investigation shall follow.

In the absence of a prima facie case, the complaint shall be dismissed.

10.4.9 Formal Charge. After a finding of a prima facie case, the President shall formally charge the person complained of. The formal charge shall contain a specification of the charge(s), a brief statement of material or relevant facts, accompanied by certified true copies of the documentary evidence, if any, sworn statements covering the testimony of witnesses, a directive to answer the charge(s) in writing under oath in not less than seventy-two (72) hours from receipt thereof, an advice for the respondent to indicate in his answer whether or not he elects a formal investigation of the charge(s), and a notice that he is entitled to be assisted by a counsel of his choice.

If the respondent has submitted his comment and counter-affidavits during the preliminary investigation, he shall be given the opportunity to submit additional evidence.

No requests for clarification, bills of particulars or motions to dismiss shall be entertained which are obviously designed to delay the administrative proceedings. If any of these pleadings are interposed by the respondent, the same shall be considered as an answer and shall be evaluated as such.

10.4.10 Answer. The answer, which is in writing and under oath, shall be specific and shall contain material facts and applicable laws, if any, including documentary evidence, sworn statements covering testimonies of witnesses, if there be any, in support of his case. It shall also include a statement indicating whether or not he elects a formal investigation.

10.4.11 Failure to File an Answer. If the respondent fails or refuses to file his answer to the formal charge within five (5) days from receipt thereof, he shall be considered to have waived his right thereto and formal investigation may commence.

## 10.5. **Creation and composition of the Investigating Committee to Conduct Formal Investigation**

10.5.1. Chairman, Director, Administrative Services;



10.5.2. Members:

- 10.5.2.1. President, Faculty Association, Inc. (FAI)
- 10.5.2.2. President, Non-Academic Staff Association (NASA)
- 10.5.2.3. President, CLSU Labor Union of Teachers and Employees (CLUTCHES)

10.5.1 Preventive Suspension. Upon petition of the complainant or motu proprio, the President may issue an order of preventive suspension upon service of the Formal Charge, or immediately thereafter to any officer or employee pending an investigation, if the charge involves:

- 10.5.1.1. dishonesty;
- 10.5.1.2. oppression;
- 10.5.1.3. grave misconduct;
- 10.5.1.4. neglect in the performance of duty; or,
- 10.5.1.5. if there are reasons to believe that the respondent is guilty of charges which would warrant his removal from the service.

An order of preventive suspension may be issued to temporarily remove the respondent from the scene of his misfeasance or malfeasance and to preclude the possibility of exerting undue influence or pressure on the witnesses against him or tampering of documentary evidence on file with his office.

In lieu of preventive suspension, for the same purpose, the President may reassign respondent to another unit of the agency during the formal hearings.

10.5.2 Duration of Preventive Suspension. When the administrative case against an officer or employee under preventive suspension is not finally decided by the President within the period of ninety (90) days after the date of his preventive suspension, he shall be automatically reinstated in the service; provided that, when the delay in the disposition of the case is due to the fault, negligence or petition of the respondent, the period of delay should not be included in the counting of the 90 calendar days period of preventive suspension. Provided further that should the respondent be on Maternity/Paternity leave, said preventive suspension shall be deferred or interrupted until such time that said leave has been fully enjoyed.

10.5.3 Remedies from the Order of Preventive Suspension. The respondent may file a motion for reconsideration to the President by way of an appeal within fifteen (15) days from receipt thereof.



10.5.4 Conduct of Formal Investigation. Although the respondent does not request a formal investigation, one may nevertheless be conducted by the Investigating Committee where from the allegations of the complaint and the answer of the respondent, including the supporting documents of both parties, the merits of the case cannot be decided judiciously without conducting such investigation.

The investigation shall be held not earlier than five (5) days or later than ten (10) days from receipt of the respondent's answer. Said investigation shall be finished within thirty (30) days from the issuance of the formal charge or the receipt of the answer unless the period is extended by the President upon the recommendation of the investigating committee in meritorious cases.

10.5.5 Pre-Hearing Conference. At the commencement of the formal investigation the Investigating Committee may conduct a pre-hearing conference for the parties to appear, consider and agree on any of the following:

- 10.5.5.1. Stipulation of facts;
- 10.5.5.2. Simplification of issues;
- 10.5.5.3. Identification and marking of evidence of the parties;
- 10.5.5.4. Waiver of objections to admissibility of evidence;
- 10.5.5.5. Limiting the number of witnesses and their names;
- 10.5.5.6. Dates of subsequent hearings; and,
- 10.5.5.7. Such other matters as may aid in the prompt and just resolution of the case.

The parties may submit position paper/memoranda and present the case for resolution based on the results of the pre-hearing conference without any need for further hearings.

10.5.6 Continuous Hearing Until Terminated; Postponement. Hearings shall be conducted on the hearing dates set by the Investigating Committee or as agreed upon during the pre-hearing conference.

If no pre-hearing conference is conducted, the parties, their counsel and witnesses, if any, shall be given a notice of at least five (5) days before the first scheduled hearing specifying the time, date and place of the said hearing and subsequent hearings. Thereafter, the schedule of hearings previously set shall be strictly followed without further notice. A party shall be granted only three (3) postponements upon oral or written requests. A fourth postponement may be granted only upon written request and subject to the discretion of the Investigating Committee.



If the respondent fails or refuses to appear during the scheduled hearings despite due notice, the investigation shall proceed ex parte and the respondent is deemed to have waived his right to be present and to submit evidence in his favor during those hearings.

10.5.7. Preliminary Matters. At the start of the hearing, the Investigating Committee shall note the appearances of the parties and shall proceed with the reception of evidence for the complainant.

If the respondent appears without the aid of a counsel, he shall be deemed to have waived his right thereto.

Before taking the testimony of a witness, the Investigating Committee shall place him under oath and then take his name, address, civil status, age, and place of employment.

A sworn statement of a witness(es) properly identified and affirmed shall constitute his direct testimony, copy furnished the other party.

Clarificatory questions may also be asked.

10.5.8 Order of Hearing. The order of hearing may be as follows:

- 10.5.8.1. The prosecution shall present its evidence subject to the pre-hearing agreement;
- 10.5.8.2. Cross-examination by the party;
- 10.5.8.3. There may be redirect and re-cross examination;
- 10.5.8.4. The respondent shall then offer evidence in support of his defense following the same order; and,
- 10.5.8.5. Rebuttal and subrebuttal, if any.

When the presentation of evidence has been concluded, the parties shall formally offer their evidence either orally or in writing and thereafter objections thereto may also be made either orally or in writing. After which, both parties may be given time to submit their respective memorandum which in no case shall be beyond five (5) days after the termination of the investigation. Failure to submit the same within the given period shall be considered a waiver thereof.

10.5.9 Objections. All objections raised during the hearing shall be resolved by the Investigating Committee. However, objections that cannot be ruled upon shall be noted with the information that the same shall be included in the



memorandum of the concerned party to be ruled upon by the President.

The Investigating Committee shall accept all evidence deemed material and relevant to the case. In case of doubt, the Investigating Committee shall allow the admission of the evidence subject to the objection interposed against its admission.

10.5.10 Markings. All documentary evidence or exhibits shall be properly marked by letters (A, B, C, etc) if presented by the complainant and by numbers (1, 2, 3, etc.) if presented by the respondent. These shall form part of the complete records of the case.

10.5.11 Request for Subpoena. If a party desired the attendance of a witness or the production of documents, he/she shall make a request to the Investigating Committee for the issuance of the necessary subpoena ad testificandum and/or subpoena duces tecum, at least three (3) days before the scheduled hearing.

10.5.12 Issuance of Subpoena. The Investigating Committee may issue subpoena ad testificandum to compel the attendance of witnesses and subpoena duces for the production of documents or things.

10.5.13 Filing of Motions, Petitions, Appeals and Other Pleadings. Any motion, petition, appeal and other pleadings sent by mail shall be deemed filed on the date shown by the postmark on the envelope which shall be attached to the records of the case and in case of personal delivery, the date stamped thereon by the disciplining office.

10.5.14 Effect of the Pendency of an Administrative Case. Pending administrative case shall not disqualify respondent for promotion or from claiming maternity/paternity benefits.

For this purpose, a pending administrative case shall be construed as follows:

- 10.5.14.1. When the disciplining authority has issued a formal charge;  
or,
- 10.5.14.1. In case of a complaint filed by a private person, a prima facie case is found to exist by the disciplining authority

10.5.15 Formal Investigation Report. Within fifteen (15) days after the conclusion of the formal investigation, a report containing a narration of the material facts established during the investigation, the findings and the





evidence supporting said findings, as well as the recommendations, shall be submitted by the Investigating Committee thru the VP for Administration to the President. The complete records of the case shall be attached to the Report of Investigation.

10.5.16 When Case is Decided. The President shall render his decision on the case within thirty (30) days from receipt of the Report of Investigation.

10.5.17 Finality of Decisions. A decision rendered by the President whereby a penalty of suspension for not more than thirty (30) days' salary is imposed, shall be final and executory. However, if the penalty imposed is suspension exceeding thirty (30) days, or fine in an amount exceeding thirty (30) days salary, the same shall be final and executory after the lapse of the reglementary period for filing a motion for reconsideration or an appeal and no such pleading has been filed.

## **11. GRIEVANCE MACHINERY**

Policies on the Settlement of Grievance as contained in CSC Resolution No. 010113, dated January 10, 2001 and implemented through CSC Memorandum Circular No. 02, s. 2001.

### **11.1 BASIC POLICIES**

11.1.1 A grievance shall be resolved expeditiously at all times at the lowest level possible in the hierarchy of positions. However, if not settled at the lowest level position, the aggrieved party shall present his/her grievance step by step following the hierarchy of positions.

11.1.2 The aggrieved party shall be assured of freedom from coercion, discrimination, reprisal and biased action on the grievance.

11.1.3 Grievance proceedings shall not be bound by legal rules and technicalities. Even verbal grievance must be acted upon expeditiously. The services of a legal counsel shall not be allowed.

If the party being complained of is the immediate superior, the grievance shall be elevated to the next higher superior.

### **11.2 APPLICATION OF GRIEVANCE MACHINERY**

Grievance refers to work related issues giving rise to employee



dissatisfaction. The following cases shall be acted upon through the grievance machinery

- 11.2.1 Non-implementation of policies, practices and procedures on economic and financial issues and other terms and conditions of employment fixed by law including salaries, incentives, working hours, leave benefits, and other related terms and conditions;
- 11.2.2 Non-implementation of policies, practices and procedures which affect employees from recruitment to promotion, detail, transfer, retirement, termination, lay-offs, and other related issues that affect them;
- 11.2.3 Physical working conditions;
- 11.2.4 Interpersonal relationships and linkages;
- 11.2.5 Protest on appointments; and,
- 11.2.6 All other matters giving rise to employee dissatisfaction and discontentment.

**11.3 The following cases shall not be acted upon through the grievance machinery:**

- 11.3.1 Disciplinary cases which shall be resolved pursuant to the Uniform Rules on Administrative Cases; CSC Resolution No. 99-1936
- 11.3.2 Sexual harassment cases as provided for in RA 7877; and
- 11.3.3 Union-related issues and concerns.

**11.4 GRIEVANCE COMMITTEE**

The grievance committee shall be composed of the following:

- 11.4.1 Chairman, Director, Administrative Services;
- 11.4.2 Members:
  - 11.4.2.1. President, Faculty Association, Inc. (FAI)
  - 11.4.2.2. President, Non-Academic Staff Association (NASA)
  - 11.4.2.3. President, CLSU Labor Union of Teachers and Employees (CLUTCHES)



## 11.5 GRIEVANCE PROCEDURES

The procedures for seeking redress of grievances shall be as follows:

- 11.5.1 Discussion with Immediate Superior. At the first instance, a grievance shall be presented verbally or in writing by the aggrieved party to his or her immediate superior.

The superior shall inform the aggrieved party of the corresponding action within three (3) working days from the date of presentation.

Provided, however, that where the object of the grievance is the immediate superior, the aggrieved party may bring the grievance to the next higher superior.

- 11.5.2 Appeal to the Higher Superior. If the aggrieved party is not satisfied with the verbal decision, he or she may submit the grievance in writing, within five (5) days to the next higher superior who shall render his or her decision within (5) working days from receipt of the grievance.

- 11.5.3 Appeal to the Grievance Committee. The decision of the next higher superior may be elevated to the grievance committee within five (5) working days from receipt of the decision of the next higher superior.

The grievance committee may conduct an investigation and hearing within ten (10) working days from receipt of the grievance and render a decision within five (5) working days after the investigation, Provided, however, that where the object of the grievance is the grievance committee, the aggrieved party may submit the grievance to the President.

- 11.5.4 Appeal to the President. If the aggrieved party is not satisfied with the decision of the grievance committee, he or she may elevate his or her grievance within five (5) working days from receipt of the decision of the committee to the President who shall make the decision within ten (10) working days after the receipt of the grievance. Provided, however, that where the object of the grievance is the President, the aggrieved party may bring his or her grievance directly to the Civil Service Commission Regional Office.

- 11.5.5 Appeal to the Civil Service Commission Regional Office. If the aggrieved party is not satisfied with the decision of the President,



he or she may appeal or elevate his/her grievance to the Civil Service Commission Regional Office concerned within fifteen (15) working days from the receipt of such decision. Together with the appeal, the aggrieved party shall submit a Certification on the Final Action on the Grievance (CFAG). The Civil Service Commission Regional Office shall rule on the appeal in accordance with existing civil service law, rules and regulations.



**Chapter IV**  
**VACATION AND SICK LEAVE GUIDELINES AND THE GRANTING**  
**OF SERVICE CREDITS**

**1. VACATION AND SICK LEAVE BASIS**

A faculty member who meets the following terms and conditions shall be placed on vacation and sick leave status.

A faculty member with at least nine (9) workload units in research, extension, production and/or with administrative designation in which his/her services are needed throughout the school year.

A faculty member assigned to supervise on the job training, farm practices, practicum and other related learning experience whose service is required on a year-round basis.

A faculty member involved in income generating projects where lives of animals are at stake and/or in charge of a nursery whose service is required on a year round basis.

A faculty member assigned in the maintenance of school buildings, grounds, gardens and parks whose service is needed on a year-round basis.

**2. GRANTING OF SERVICE CREDITS**

2.1. A faculty member involved in research, extension and production activities during summer and December shall be entitled to overload pay and/or service credits.

2.2. A faculty on Vacation and Sick Leave (VSL) status and teaches during summer shall be compensated.

2.3. A faculty member on teacher's leave (TL) status with overload units in instruction shall be paid honorarium and/or granted service credits.

2.4. A faculty member on teacher's leave (TL) status who is authorized to attend in-service training on official business during summer shall be granted service credit(s) equivalent to one day for every eight hours of attendance.

2.5. A faculty member on teacher's leave status who is requested to assist during enrollment in April and May, when authorized by the University President shall be granted service credits.



### **3. OTHER PROVISIONS**

- 3.1. The granting of service credits must be applied for before the conduct of activity.
- 3.2. Payment of overload and/or granting of service credits shall be subject to review by the Office of the Vice President for Academic Affairs and be approved by the University President.
- 3.3. The payment of overload shall be subject to the availability of funds, accounting and auditing rules and regulations.



## Chapter V FACULTY WORKLOAD GUIDELINES

### 1. Teaching and Curricular Activities

#### 1.1. Equivalent Credit Unit per Week

1.1.1. Faculty workload will be based mainly on teaching contact hour per week (CHW) expressed as 1 CHW = 1 unit.

1.1.2. The number of preparations shall be credited with 0.5 unit/subject taught.

1.1.3. The computation of workload for actual teaching contact hour will be as follows:

1.1.3.1. For either lecture or recitation classes of up to 50 students per class:

a. Undergraduate: 1 CHW = 1 unit

b. Graduate: 1 CHW = 1.25 units

c. For a class with more than 50 students, an additional 0.05 unit per student shall be credited but not to exceed 4.0 units per class.

1.1.3.2. Laboratory fieldwork (25 students/ class) and practical work classes (40 students/ class):

a. CHW = 0.8 unit for both undergraduate and graduate courses

b. For a class with more than the minimum number of students, an additional 0.05 unit per student shall be credited.

#### 1.1.4. Thesis Advisement

1.1.4.1. Undergraduate: 0.5 per student, with a maximum of 6 student-advisees only, unless there are no other available advisers in the particular field/area of specialization.

1.1.4.2. Graduate: 1.0 unit for Chairman and 0.5 unit for member of the Advisory Committee.

1.1.4.3. Credit unit for thesis advisement shall be given only when the



student is enrolled in the thesis.  
 1.1.4.4. For thesis critic, 0.3 per student but not to exceed a total of 3.0 units.

1.1.5. The normal full load of faculty members will be 18 units of actual teaching contact hours or 15 units of actual teaching contact hours plus 3 units of co- and extra-curricular load. The distribution of credit units for the different categories of faculty members will be as follows :

ITEM	REGULAR FACULTY MEMBERS		DEPARTMENT CHAIRMEN	DEANS/DIRECTORS/ PRINCIPAL
Actual teaching contact hours	18	15	11 -14	6-9
Co- and extra-curricular activities	0	3	4-7	9-12
TOTAL	<b>18</b>		<b>18</b>	<b>18</b>

- 1.1.6. All university personnel with academic rank must teach.
- 1.1.7. Senior faculty members shall handle at least one basic undergraduate course.
- 1.1.8. All workloads will be recorded in the workload form for the determination of actual faculty workload, overload, and/or overtime pay, if any.
- 1.1.9. Overtime pay in the form of honoraria may be given for courses held outside the regular official time or on Saturdays.
- 1.1.10. Credits for co- and extra-curricular activities may be granted equivalent teaching contact hours.
- 1.1.11. Workload among department faculty members should be equalized as far as practicable; otherwise no overload pay will be authorized.
- 1.1.12. A maximum of 6 ETL overload shall be allowed and paid per semester for each faculty.
- 1.1.13. The workload submitted by faculty members shall be subject to a review, evaluation and confirmation process to be done by the Office of the Vice President for Academic Affairs in coordination with concerned offices.
- 1.1.14. Holders of non-academic rank who are qualified to teach may be tapped



to teach outside of their official time and shall be paid by the hour based on existing policies and guidelines.

1.1.15. Visiting/Affiliate Professors and professionals who are invited to teach in the university shall be paid by the hour based on applicable policies and guidelines.

## 2. Administrative Duties and Responsibilities

2.1. The equivalent workload units for duly designated administrative duties shall be as follows:

2.1.1. Vice Presidents	15 CHW
2.1.2. Dean and Director and their equivalent	12 CHW
2.1.3. Institute/ Center/ Program Director, Chief. Principal	9 CHW
2.1.4. Department Chair/ Unit Officer/ Department Chief	4-7 CHW

<u>No. of Faculty Members</u>	<u>CHW</u>
5 and below	4
6-10	5
11-15	6
16 & above	7

In case of multiple designations in the foregoing administrative assignments, the additional credit workload earned must not exceed 25% of the original designation.

## 3. Co-curricular and Extra-curricular Equivalent Credits

3.1. College Designations. Faculty members designated to perform academic-related assignments during a semester shall be entitled to the following workload units:

3.1.1. Secretary 3-6 CHW

<u>Office</u>	<u>CHW</u>
Vice President	6
College/ Unit/ Program Office	3



3.1.2. College/HS Registrar

4-6 CHW

<u>Number of Students</u>	<u>CHW</u>
300 & below students	4
301 – 500	5
> 500	6

3.1.3. Assistant College Registrar (Dean's option):

50% of the CHW  
of the College  
Registrar

3.1.4. Section Head (3 faculty members minimum) 1 CHW

3.1.5. Research Coordinator 3 CHW

3.1.6. LSC Coordinator 3 CHW

3.1.7. Field/Major Practice Coordinator 3 CHW

3.1.8. Farm Manager 3 CHW

3.1.9. NBC Coordinator 1-3 CHW

3.1.10. University Accreditation Coordinator 3 CHW

3.1.11. Other Designations: 1 CHW

- a. Budget/Property Officer
- b. Training/Extension Coordinators
- c. Librarian
- d. Statistician
- e. Guidance Coordinator
- f. Student Teaching Coordinator
- g. Accreditation Coordinator
- h. Alumni Coordinator
- i. Faculty Evaluation Coordinator

3.1.12. ASTS Designations:

- a. Dorm-In-charge 2 CHW
- b. Mess Hall-In-charge 2 CHW

In case of multiple designations in the foregoing academic-related assignments, the equivalent credit workload earned should not exceed 3 units. If there are 2 or more designees, the credit units shall be divided equally among them.

3.2. Officially approved production and research activities for which a faculty member does not receive honorarium or incentive shall be entitled to the following workload credits:

### 3.2.1. Production

3.2.1.1. Project-in-Charge (university-wide)	3 CHW
3.2.1.2. Project-in-Charge (college level)	2 CHW

### 3.3. Research

	<u>University</u>	<u>College</u>
3.3.1. Program Coordinator	5	4
3.3.2. Program Leader	4	3
3.3.3. Project Leader	3	2
3.3.4. Study Leader	2	1

Provided that where one faculty is designated to undertake production and research activities at the same time in one given period, the credit workload should not exceed a total of 7 units. If there are two or more designees, the credit units shall be divided equally among them.

### 3.4. Student Services (with official designations)

3.4.1. OSA Guidance Counselor	3 CHW
3.4.2. OSA Psychometrician	3 CHW
3.4.3. Service Coordinator (OSA)	3 CHW
3.4.4. Adviser, USSC	3 CHW
3.4.5. Adviser, College Student Council	2 CHW
3.4.6. Adviser, Department Student Council	1 CHW
3.4.7. Adviser, Recognized Student Organization	1 CHW
3.4.8. Class/Block/Year Level Adviser	0.5 CHW
3.4.9. Room-in-charge	0.5 CHW
3.4.10. High School Designations:	
a. Section Adviser	3 CHW
b. SBO Adviser	3 CHW

### 3.5. Cultural and Sports Activities

3.5.1. Cultural/Sports Trainer	1-3 CHW
3.5.2. Varsity Coach	
a. Major Event	3 CHW
b. Minor Event	2 CHW
Unit Athletic Manager (1st semester only)	3 CHW

If there are 2 or more designees or if an Assistant Athletic Manager is designated, the credit is divided equally between or among them.



### 3.6. Committee Designations

#### 3.6.1. Chairman, university-wide standing and/or ad hoc committee (semestral or yearly duration)

Yearly	2 CHW
Semestral	1 CHW

#### 3.6.2. Member, university-wide standing and/or ad hoc committee (semestral or yearly duration)

Yearly	1 CHW
Semestral	0.5 CHW

#### 3.6.3. National Committees; Technical Panel; Technical Working Groups; Task Forces and similar assignments with official university designation and approval (w/o honorarium).

Chairman	3 CHW
Member	2 CHW

#### 3.6.4. Regional, Provincial, Local Committees; Technical Working Groups; Task Forces and similar assignments with official university designation and approval (w/o honorarium).

Chairman	2 CHW
Member	1 CHW

Credit for committee designations is subject to the submission of an accomplishment or output report.



**Chapter VI**  
**HUMAN RESOURCE DEVELOPMENT**  
**IMPLEMENTING GUIDELINES**

**Article 104. General Provisions**

- Section 1. In order to achieve the objective of bringing about highly educated and professionalized manpower resources, the University shall develop and implement a continuing program of training and development for its faculty and non-teaching personnel.
- Section 2. Selection of participants to training and development program shall be based on actual needs of the University for specialization and enhancement of competence, taking into consideration the development program thrusts and development plan of the Institution.
- Section 4. The University shall create a Committee on Personnel Career Development, with the Vice President for Academic Affairs as Chairman and the Human Resource Management Office as Secretariat which shall formulate rules to implement the personnel training and development programs of the University for approval of the University President and confirmation of the Board of Regents, subject to the provisions of established policies and guidelines.

**Article 105. Scholarship Availment**

- Section 1. Determining Scholarship Slots. Selection of scholars is premised primarily on university needs and not on seniority. Scholarship slots must be in consonance with established priorities and shall be evolved as follows:
- a. University Administration Level
    - (1) Over-all faculty/staff development priority needs are to be established by the Administrative Council.
    - (2) Overall priority needs shall be based on the priority needs defined by their respective units in the university based on university's thrusts.
    - (3) The listing of overall needs of all units in the university shall be coordinated by the Human Resource Development Office (HRDO) for the Office of the President for the guidance of the Administrative Council.
    - (4) Priority needs so evolved shall be clearly laid/ spelled out for the guidance of all concerned.
  - b. Vice-President's Level



- (1) The Vice Presidents, in consultation with their respective unit heads shall evolve a faculty/staff development plan for their respective programs.
  - (2) In essence, this plan established priority areas within each program and defines the program's priority needs as far as manpower development is concerned.
- c. Deans/ Unit Heads Level
- (1) The Unit head in consultation with the department chair(s) shall formulate a faculty development program for his/her college.
  - (2) The faculty development program shall reflect the college's/unit's 5 –year development plan.
  - (3) The college's/unit's 5-year development program shall clearly spell out the priority needs or areas of the college/unit.
  - (4) Maintain the baseline 10% of faculty on scholarships (CLSU funded) in programming faculty/ staff to be developed. Non-CLSU funded scholarship is not included in the 10% quota (effective June 2010).
  - (5) Priority shall be given for Ph.D. since a master's degree is the minimum requirement for college teaching.
  - (6) Faculty members without master's degrees are advised to take advance studies subject to the provisions of the University Faculty Development Program and HRD Guidelines. They have to earn their master's degrees within five (5) years from the date of their initial hiring, otherwise, their appointment will not be renewed.
- d. Department/Division Chair
- (1) The department chair in consultation with the faculty/staff shall establish the priority needs of his department based on the following:
    - i. courses it offers/functions of the department;
    - ii. profile of its faculty/staff as far as academic preparation is concerned;
    - iii. five-year development plan of the department/division.

Section 2. Administration of the Scholarship Program. The scholarship program shall be administered by the respective Vice-Presidents and coordinated by the HRD Office for the Office of the University President.

- a. Screening of applicants prior to endorsement to the President and final consideration by the Administrative Council shall be done by the concerned Vice-Presidents through respective management councils using as guide established and approved criteria/guidelines.
- b. Dean's/Director's nominations for scholarship for the ensuing year shall be forwarded to their respective Vice-Presidents in October



each year and subsequently endorsed to the President and the Administrative Council for deliberation not later than November.

- c. The scholar's performance shall be monitored by the HRD Office and transmits the same to the University President and the Vice Presidents concerned regularly (i.e. at the end of each semester prior to the next semester's/ term's enrolment)

Section 3. Guidelines for Non-University Sponsored or "faculty initiated" scholarships.

- a. Any faculty/staff may scout for his/her scholarship subject to the approval of the Administrative Council.
- b. "Faculty/staff initiated" scholarship could only be allowed if:
  - (1) Area is within the priority needs of the University; and
  - (2) Department's /Division's manpower can release the applicant with or without pay depending on status of leave credits and in accordance with Section 33 of Rule XVI, implementing CSC Res. No. 1631.
    - i. Request for leave without pay shall be granted only when requested by the concerned faculty/ staff at least one month before the start of the semester the faculty/staff intends to enroll.
- c. Any faculty granted scholarship by any agency whether before starting his study leave or while on study leave shall waive his stipend, book allowance and thesis/dissertation support from CLSU. Should the benefits given by the granting agency be lower than what is given by CLSU, the difference shall be given by CLSU.

Section 4. Provision of the Scholarship/Fellowship Grant. Aside from the financial support from the sponsoring agency as provided for in the program, the scholarship/ fellowship recipient shall be covered by the following:

- a. Study leave with or without pay shall be limited to 2½ years for Masteral and 3½ years for Doctoral provided that time spent for taking required undergraduate course is not included. Furthermore, the time spent to finish the required number of years for the program (which in some cases are longer than CLSU's timetable) should be recognized hence, can be considered an exception to the above limitation. However, non-thesis course shall remain as it is, that is 2 years for MS and 3 years for Doctoral.
- b. Change in scholarship venue. A grantee may change venue for his studies after a written request has been approved by the Administrative Council provided that:
  - b.1. he has not yet enrolled in any school;
  - b.2. the school he is transferring to is accredited by the University;
  - b.3. in case of non-CLSU funded scholarships, he continues to be



- entitled to all benefits stipulated by the scholarship grant; and,
- b.4. funding agency agrees in writing for change of venue.
  - b.5. The degree/units earned will not be recognized by the University in terms of educational qualifications, NBC No. 461 and promotion if the faculty or staff member change scholarship venue without the approval of the University. (Effective 2nd Semester, SY 2009-2010)
- c. If a scholar cannot finish his degree within the regular scholarship time frame, he will be required to go on study leave with pay charged to leave credits) or without pay (if no more leave credits) until he finishes his degree (effective 2004). Scholars should complete his/her degree before reporting for duty otherwise, he/she would not be allowed to report for duty (effective January 2008, BOR No. 73-2007).
- c.1. Request for extension of study leave with or without pay shall be indorsed by the concerned Department Chairman, Dean and the Vice President and must be supported with grade report, together with statement of the adviser attesting to the needed period by the grantee to finish his degree
  - c.2. Request for extension should be filed at least two (2) months before the current semester/summer ends.
  - c.3. For study leave without pay or with pay charge to leave credits (local or abroad) service contract with the University shall be one year for every year of study leave. Proportional service contract is also applicable to less than a year of study leave, i.e. 1 month = 1 month service.
  - c.3. Scholarship rules obligations and penalty provisions found in the scholarship contract.
    - Scholars are required to render services to the University in relation to their studies, local or abroad;
      - Two (2) years of service for every year of scholarship.
      - For a fraction thereof, equivalent number of days/months of service is required. (i.e.: 1 month = 2 months required service)
    - Service in other agencies/offices of the Republic of the Philippines shall not be considered service in the Central Luzon State University for the purpose of this contract, except on the following:
      - When request to transfer is with strong justifications from agency/office of the government, but subject to Board of Regents approval on case to case basis.
      - When officially seconded or detailed with another agency of the government;
      - When elected to a public office. However, if after serving his term, the scholar decided to return to CLSU, his





- services shall be counted as part of his contract minus the number of years served as elected official.
- Submission of the official request to the Administrative Council for deliberation
  - Scholars must execute any of the requirements below aside from the contract as guarantee to the University.
    - Surety/fidelity bond from well-established reputable and duly accredited bonding company existing for at least 2 years or,
    - Deposit or collateral of sufficient value i.e. real property, chattel through deed of assignment
  - Surety/ fidelity bond, deposits or collateral should sufficient to cover obligations. In case of default of the scholars, the University will resort to legal means to enforce contract.
  - Scholars, whether University funded or not, should automatically be placed under accrued leave basis for them to earn leave credits that could be used for extension of study leaves with pay.
- d. All scholars are given a maximum of five (5) years and seven (7) years from the start of their scholarship grant for the completion of their master's and doctoral degrees, respectively (inclusive of study leave with and without pay) (effective June 2005-December 2007).
- e. Faculty members with BS Degree hired by the University should complete their master's degree within five (5) years; otherwise, their appointment will not be renewed (effective January 2008).
- e.1. Faculty members who reported without the degree shall be given three (3) years to complete the degree, otherwise their appointment will not be renewed and will be required to pay back tuition/ school fees and stipend received (effective January 2008).
- e.2. Faculty members who reported without the degree (PhD) shall be given three (3) years to complete the degree otherwise, they will be required to pay back tuition/ school fees and stipend received. (Effective January 2008)
- f. Except in cases beyond the scholar's control, no scholar shall be allowed to carry an academic load below the normal load indicated in his program of study.
- f.1. No scholar is allowed to change his field of study unless sanctioned by the Administrative Council.
- f.2. Violation of the above provisions shall prejudice the scholar's unused scholarship.
- g. Scholars must submit the following documents to the HRD Office copy furnished their respective Vice-president and Deans/ Directors



- at the specified time.
- g.1. Program of study immediately after the first semester/trimester prior to enrollment in the following semester/trimester.
  - g.2. Progress report of studies to include official report of grades and adviser's assessment every end of the semester/trimester.
  - h. Failure of scholars to submit these documents at the specified time shall cause the Administration to withhold scholar's stipend and school fees for the following semester/trimester.
  - i. A university sponsored scholar is entitled to the following privileges:
    - i.1. Stipend:\*\*
      - P5,000/month for those enrolled in schools other than CLSU
      - P3,000/ month for those enrolled in CLSU
    - i.2. Book Allowance:\*\*
      - P2,500/semester
      - P2,000/trimester
      - P1,500/Summer

Book allowance must be supported by receipts after the end of the semester/ trimester/summer. This is a pre-requisite to release of book allowance for the next semester/ trimester/ summer.
    - i.3. Thesis Aid:\*\*
      - P40,000 for doctoral student
      - P30,000 for masteral student
      - Fifty percent of amount will be released upon submission of the approved thesis/dissertation proposal to the HRDO.
      - Salary and other mandatory benefits.
      - Actual tuition and other fees
      - Thesis Advisement Fee to a maximum of P20,000 subject to submission of receipts
- \*\*Subject to approval of higher authority and availability of funds.
- j. Faculty/Staff on University funded scholarship shall not be entitled to university funds for purposes of attending a conference. Training/ workshop/ seminar/symposium etc. unless certified by the scholar's program adviser that attendance is part of a course.
  - k. Within 60 days upon return from his scholarship a grantee shall submit:
    - k.1. A terminal report to the President, copy furnished the HRDO and his Vice-President, Dean/Director.

k.2. An original copy of his thesis/dissertation to the University Librarian through the HRD Office

k.3. A plan of work to finish his degree should the returnee has not finished his degree.

#### Section 5. Selection Criteria

- a. To be considered for scholarship/fellowship, the candidate must have served the university for at least two (2) years with a performance of "Very Satisfactory".
- b. The field of specialization applied for is the same or closely related with the baccalaureate degree (for masteral candidate) or masteral degree (for doctoral candidate); or one, the nature of which is related to the position he is programmed to occupy upon return;
- c. He/She has potentials for teaching, research, extension and administrative work.
- d. He/She manifests institutional loyalty and be willing to sign a service contract with the university upon initiation of the scholarship.
- e. Faculty/staff who are able to scout for scholarship towards a doctoral degree while doing a master's degree will be allowed to pursue doctoral studies, provided, that in cases of scholarships abroad, this does not run counter to existing national policies.
- f. Must consider the attendance/participation of a grantee in University sponsored activities/functions.
- g. Never been charged administratively/criminally nor investigated due to poor teaching performance.

Section 7. Faculty/Staff not programmed for scholarship but has secured outside funding shall be allowed, provided no replacements shall be hired by the department, except when there is sufficient funding for it and provided further that it conforms to CSC Rules.

Section 8. Should the benefits (stipend, monthly allowance, book allowance, thesis/dissertation allowance given to CLSU-funded scholars be higher than that given by other agencies to a CLSU Staff grantee, the difference be given by CLSU.

Section 9. Service contracts for degree and non-degree awards shall be cumulative. (Effective June 2005-December 2007)

- a. Services rendered by a grantee in any government offices, agencies/institutions should not be credited as equivalent service to the CLSU except as provided for in Rule 4.3.5
- b. Grantee who failed to finish a degree should return and serve the University.
- c. A grantee who failed to finish his/her degree must return and serve



the University as specified in the contract. In the event of failure to return and serve, the grantee must be required to reimburse all the expenses incurred by the University in his/her studies as determined by the HRD.

- d. Cases will filed against scholars who violated contract with the assistance of the University Legal Counsel or the Office of the Solicitor General.

Section 9. Not to allow part-time study for scholars/grantees. In no case shall a scholar be allowed to go on part-time study to enable him/her to participate/engage in research, training, seminars, conferences and the like.

Section 10. Scholars who did not enroll during the semester/summer for whatever reason must report for duty.

### **Article 106. Sabbatical Leave**

Section 1. Sabbatical Leave. A sabbatical leave is a privilege which may be granted to a qualified and deserving member of the faculty in order to advance the frontiers of knowledge through investigation, writing, or research in the field related to his/her specialization and in consonance with the objective of the University.

Section 2. Who may qualify for Sabbatical Leave

- a. A member of the faculty with a minimum of a master's degree and with at least the rank of associate professor who has significantly contributed to the country in general and to the University in particular;
- b. A faculty who has served CLSU as a member of the faculty for not less than six consecutive years immediately prior to sabbatical leave.
- c. A faculty who has served contract with the University for scholarship or any award given him.

Section 3. Requirements

- a. Faculty applies for sabbatical leave in writing to the University President through channels not later than three months before the expected start of the sabbatical leave.
- b. The applicant must be recommended by the Department Chairman, Dean/Director and Vice-Presidents concerned to the University President for action by the Administrative Council.



- c. Application must be accompanied with a proposed program of work and its details therein the activities that will be undertaken within a specific time frame and where the leave shall be spent.
- d. Grantee must execute any of the following requirements below aside from the contract as a guarantee to the University:
  - Surety/fidelity bond from well-established reputable and duly accredited bonding company existing for at least 2 years or,
  - Deposit or collateral of sufficient value i.e. real property, chattel through deed of assignment
- e. Surety/ fidelity bond or deposit or collateral should be sufficient to cover obligations. In case of default of grantee, the University will resort to legal measures to enforce contract.

#### Section 4. Privileges:

- a. A sabbatical leave may be granted for a period of one year but in no case shall it exceed more than eighteen months with full pay effective upon approval of the Board of Regents.
- b. While on sabbatical leave, he/she shall be entitled to salary adjustment and other fringe benefits, if any.
- c. He shall also be entitled to retention of housing privilege if he enjoys the same before going on sabbatical leave.

#### Section 5. Responsibilities of the Grantee

- a. Attend full time to his/her sabbatical leave program at the designated place/ institution.
- b. Complete his/her research program within the sabbatical leave period approved by the Board of Regents.
- c. Submit a written final report of his/her output and Plan of Work to:
  - Board of Regents
  - University President
  - VP for Academic Affairs
  - University Library
- d. Renders return service of one (1) year for every year of sabbatical leave or a fraction thereof but not less than one (1) month. Failure to comply with the service contract shall mean the refund of all salaries and other monetary benefits received by the grantee up to supposed completion of required return service.
- e. Complies with other relevant sabbatical leave guidelines/ rules as provided in the HRD Guidelines of the University.
- f. Grantees are given one (1) month following the expiration of their sabbatical leave to submit their final output. Non-submission of



the output would mean suspension of or withholding of salary and other monetary benefits of the grantee.

### **Article 107. Faculty/Staff Attending Classes on Weekends**

Section 1. A faculty/staff may apply in writing to the University President through channels to attend classes towards a degree on Saturdays and Sundays if:

- a. the degree program he intends to pursue is related to his field of specialization or the work he is performing at the time of his application;
- b. attendance in weekend classes does not jeopardize his functions in the university as attested to by his dean/director and the Vice-President of the program he comes from.

Section 2. Application must have a written endorsement of the Vice-President of the program he comes from for approval of the Administrative Council and the Board of Regents.

Section 3. Applications must be submitted to the HRD Office through the concerned Vice-President not later than six (6) weeks before the intended day of attendance in weekend classes.

Section 4. Attendance in weekend classes should be in line with the Faculty/Staff Development Program that they must enroll in the fields of study that are within the priority needs of the University.

Section 5. The degree/ units earned will not be recognized by the University in terms of educational qualifications, NBC No. 461 and promotion if the faculty or staff member attended weekend classes without the approval of the University. (Effective 2nd Semester, SY 2009-2010)

### **Article 108. Thesis/ Dissertation Support for Faculty/ Staff who Pursued Advanced Studies on Weekends and On Their Own**

Section 1. Who may apply for thesis/ dissertation grant:

- a. Faculty/staff member whose research proposal has been approved by the Dean of the Graduate school he/she is enrolled in.

Section 2. Application must be sent in writing to the HRD Office through the Vice-President of the program the faculty/staff belongs to.



Section 3. Amount of grant. Grant will be equivalent to 50% of the masteral/ doctoral thesis/dissertation grant for CLSU-funded scholarships.

- a. Fifty percent (50%) of the grant will be given upon submission of the approved thesis/dissertation proposal. The remaining 50% will be given upon submission of a copy of the thesis/dissertation to the University Library.

Section 4. Requirements

- a. Grantee must submit at least one final copy of his thesis/ dissertation to the University Library.
- b. Grantee must sign a contract to serve the university for one year after completion of the degree.

**Article 109. Attendance in Seminars, Conventions, Workshops, Conferences and Trainings.**

Section 1. Nominations of participant(s) in seminars, conventions, workshops, conferences, trainings be decided upon by the departments(s) division(s) concerned who shall submit names of nominees to the dean/director(s) for transmittal to the program's Vice President who shall act on the nominations.

Section 2. The concerned Vice-President shall have the discretion on the number of participants whose registration and other expenses shall be borne by the University provided that faculty/staff invited to present a paper, serve as reactor, discussant or moderator be given priority. Interested parties other than those approved by the respective Vice-President to go on official business may attend on official time.

Section 3. Aside from the priorities mentioned in No. 2, priority shall also be given to members of the organization sponsoring the conference, seminar, workshop, convention or training.

Section 4. Participants shall provide the University Library a copy of the materials such as handouts given to participants during the seminar/ convention/ workshop/ convention or training.

Section 5. Participant(s) shall echo seminar, convention, workshop, conference training within 8 weeks after attendance in the same.

Section 6. A copy of certificate of attendance, participation to seminars, workshops, conference, convention, must be submitted to HRD Office (CSC requires



report of participation).

### **Article 110. Non-Academic Staff Development**

Section 1. Head of offices/units update profile of their staff to be submitted to the Personnel Officer as reference for the Human Resource Development for Non-Academic Personnel (HRDNAP) Committee chaired by the Vice-President for Administration.

Section 2. The heads of offices/units submit the training needs of their respective offices/units to the HRDNAP;

Section 3. The HRDNAP Committee consolidates and categorizes the training needs upon which will be based the long range plan for staff development.

Section 4. The HRDNAP Committee identifies public and private institutions offering training courses and educational programs suitable to the needs of the university.

Section 5. The HRDNAP Committee submits a Non-Academic Personnel Development Program to the HRD Office.

Section 6. The HRD Office in coordination with the HRDNAP conducts an annual evaluation of the program.

### **Article 111. Undergraduate Degree and Vocational/ Training Course for Non-Academic Personnel**

Section 1. Scope of Coverage and Qualifications. All non-academic personnel of the university are qualified, provided:

- a. The area of specialization is very much needed by the Unit as justified by the immediate supervisor.
- b. Must have earned "Very Satisfactory Performance" for three (3) consecutive years, immediately preceding the start of scholarship
- c. Request for leave without pay shall be granted only when requested by the concerned faculty/staff at least:
  - i. Not over 40 years of age if pursuing bachelor degree
  - ii. Not over 45 years of age if pursuing vocational courses not more than two (2) years.
- d. Those who started their BS degree program and need only a year of semesters shall be granted scholarship, irrespective of age. Provided they can still serve the contract.
- e. Not over 50 years of age if pursuing long-term training of not more





- than one year.
- f. Must not have been charged administratively and convicted for any violation of Civil Service rules and/or reasonable office rules and regulations within 5 years before effectivity of scholarships.
  - g. Must be enjoying permanent status for at least 3 years.

## Section 2. Mechanics of Availment

- a. Chiefs of Offices/Units must submit program of scholarship for degree/vocational and/or training, based on actual needs of its concerned Units/Offices.
- b. Program for scholarship to be submitted to the concerned Director of the sub-program and to be presented to the GASS Council for deliberation
- c. The GASS Council through the VP for Administration shall collate all proposals and forward to the Office of the President/Chairman of the AC for approval.

## Section 3. Internal Rules and Regulations

- a. Individual scholars, if and when or where they are going for studies/training shall write his immediate superior who in turn must indorse the same to the VP for Administration through the GASS scholarship Committee for further indorsement to the President.
- b. Performance of the scholars shall be monitored by the HRDO and transmit information to the Vice President for Administration and to the President every end of semester. Financial support shall be withheld pending submission of report of grades by the scholar.
- c. Employee initiated scholarships shall be subject to the following:
  - i. Any administrative personnel may seek his own sponsor or funding supports with the approval of the Administrative Council, based on
  - ii. The Office/Unit where the applicant scholars belong can carry on the workload without replacement.
  - iii. That the grantee of non-CLSU scholarship shall no longer be entitled to regular stipend, book allowance, thesis/case support from the University.
- d. The grantee can request the monetization of his leave credits, if still available and if there will be funds for such and in case he will need additional funds for his studies, subject to the approval of the University President.
- e. If an employee who was scheduled to go on scholarship deferred the same on his own volition, he will be placed on the last slot, unless a special consideration can be given by all programmed



- applicants.
- f. A grantee shall be given the privilege of enrolling in CLSU but cannot re-enroll in any other school unless there is an expressed approval of the Administrative Council. If the grantee will insist even without approval, he can be recalled and stripped of all support and may even face administrative sanction.
  - g. If the scholar is non-CLSU funded, the funding agency must agree to the change of school.
  - h. Section Head and subprogram superiors must indorse request for extension of study leave which must be filed at least one (1) month before the start of the semester by the scholar.
  - i. If the scholar failed to finish his degree within the regular period he will be allowed to go on study leave but his salary will be chargeable to his leave credits, if any. If none, he will be on leave without pay.
  - j. Scholars for bachelor's degree are given a maximum of 6 years for a regular 5-year program and 5 years for a regular 4-year course. If he failed to finish, he will be recalled and requested made to serve his contract
  - k. No extension of grant shall be given to vocational course and/or training.

#### Section 4. Obligations of Scholars

- a. Scholars must sign contract with the University.
- b. Scholars must submit their grades regularly after each semester or summer.
- c. Scholars must report during semestral break, unless course work requires which must be validated by concerned adviser in Department where he/ she is enrolled.
- d. Scholars must submit entrance program upon return to service.
- e. Scholars must always protect the interest and the image of the University in the school where he is enrolled, or he can be recalled anytime.
- f. Must submit proofs of utilization of book allowance and other supports

#### Section 5. Benefits of the Scholar

- a. Regular salary, stipend, book allowance and other support.
- b. Other mandatory benefits, unless specifically disqualified by law.

#### Section 6. Other Rules

- a. All provisions of the existing HRDO guidelines and scholarship contract not in conflict with these rules/regulations shall be automatically reckoned with in deciding questions and/or making decisions.
- b. Scholarships of administrative personnel for MS/PhD shall be covered by the regular HRDO guidelines.

**Article 112. Study Grants to CLSU Faculty and Staff Members in the CLSU Institute of Graduate Studies.**

Section 1. The awarding of study grants to qualified CLSU Faculty and Staff members to attend classes at the Institute of Graduate Studies is in consonance with the democratization of manpower development.

Section 2. The selected faculty/staff members are given the opportunity to grow professionally to be of better service to the University and the community.

Section 3. Equipped with advanced degrees, more venues for social mobility are opened to the selected faculty and staff members.

Section 4. Procedure for Application for Grant

- a. The faculty/staff applies in writing to the University President through channels at least six 6 months before he/she intends to enroll for action of the Administrative Council.
- b. The applicant must be informed of the action on his request.

Section 5. Criteria for candidates to study in IGS.

- a. They must be faculty or staff members (including administrative staff) with permanent appointments and have served the University for at least two (2) years.
- b. They must still have sufficient time to serve the University after completion of the sought degree as stipulated in their contract prior to retirement.
- c. They must be qualified for admission to the Institute of Graduate Studies.
- d. They must enroll in the fields of study that are within the priority needs of the University.
- e. They must have obtained a Very Satisfactory work performance rating in the year preceeding the application for the study grant.
- f. They must have manifested institutional loyalty.



Section 6. The study grant shall consist of the following:

- a. Enrolment for a minimum of six (6) units per semester and a maximum of nine (9) units during summer for faculty members without summer teaching load.
- b. Payment of 25% of the total fees except entrance, application and diploma fees which shall be paid by the grantee.
- c. Thesis/Research support of P15,000.00 for doctoral and P10,000 for masteral degree.

Section 7. Obligations of the grantees

- a. To sign an appropriate contract of return service to the University stipulating one year of grant or a fraction thereof among others.
- b. To reimburse the University the equivalent cost of fees for every course where the grade obtained is lower than 2.0.

Section 8. The President reserves the right to terminate the study grant anytime on account of unsatisfactory academic performance or when exigencies so require.

### **Article 113. University Personnel Enrolled in an Open University**

Section 1. University personnel enrolled in the open university system concurrently perform their functions. The following is hereby proposed:

- a. Stipend: The faculty staff be given the same stipend given to faculty/staff scholars enrolled in schools other than CLSU.
- b. Service contract with the University. The faculty/staff shall sign a return service contract with the university equivalent to one (1) year for every year of enrolment in the open university or a fraction thereof not less than four weeks.



**Chapter VII**  
**GENERAL GUIDELINES**  
**FOR CLSU FACULTY PERFORMANCE EVALUATION**

1. These guidelines shall apply to the appraisal and teaching performance of all faculty members of CLSU including those on part time basis.
2. The performance evaluation shall be conducted every semester, for the collegiate level (preferably starting 1st week of August and 3rd week of January) and annually for the high school level (preferably one month before the final examination).
3. The personnel involved in the faculty performance evaluation are CTEC Staff, designated College/Unit Evaluation Coordinators, Faculty Evaluators and additional contractual staff under the supervision of CTEC.
4. All faculty members, (permanent, temporary, part-time, contractual) shall be evaluated in their two (2) classes. Each class shall be randomly selected by CTEC office or College Coordinator (preferably 1 major and 1 minor). Part time and contractual faculty with only one subject shall be evaluated accordingly.
5. Faculty members with teaching loads in the graduate and undergraduate levels will be evaluated in both levels. However, for purposes of NBC evaluation, application for awards promotion and the like, the evaluation results in the undergraduate level will be considered.
6. The instruments to be utilized are the EVALUATION FORM 1 (developed by the NBC Zonal Directors) for Student Evaluation, CTEC-CLSU-EFPI Form 2 for Supervisors' Evaluation and EVALUATION FORM 2 (developed by the NBC Zonal Directors) for Self Evaluation.

The Student Evaluation Form consists of the following components.  
(Based on the NBC Annex A)

- A. **Commitment** (1-10) – this refers to a faculty member's deep sense of responsibility to render service for the development of the student's well-being and for the advancement of his/ her discipline.
- B. **Knowledge of the Subject Matter** (1-10) – this includes the faculty member's scholarship and expertise in his her chosen field or discipline.
- C. **Teaching for Independent Learning** (1-10) – this pertains to the faculty member's ability to organize teaching-learning processes to enable students to maximize their learning potentials.



**D. Management of Learning (1-10)** – this refers to the faculty member’s ability to create and manage a conducive learning environment and at the same time guide, monitor and evaluate student learning.

7. Sampling Procedure for Raters

7.1 For student evaluation, size of the classes (small/ big), curriculum year of the students (1st year, 2nd year, etc.), characteristics of subjects (general education, major, minor) shall be considered in the selection of sample class/ section and consequently students. Twenty students shall be randomly selected as evaluators for each class. For classes’ less than twenty students, total enumeration shall be done.

7.2 For Supervisor’s rating, all faculty members, regardless of the number of units of their teaching load including part timers shall be rated by the Deans/Department Chairman of the college / unit where they are teaching. Faculty members in the secondary level shall be rated by their Principal only.

7.3 Self evaluation shall be done by the concerned faculty member at the same time that he/she is being evaluated by his/her students.

8. The faculty members shall be rated by their students and supervisors with the following relative weight for each rater:

Student	- 50%
Supervisor	
Dean	- 20%
Dept. Chair	- 20%
Self	- 10%

In case the Dean or Dept. Chair fails to give ratings to his/her faculty within the prescribed period, said rating may be waived such that the 40% weight will be given to the other rater.

9. The faculty members to be evaluated are expected to accommodate the assigned Evaluator in his/her class.

10. Faculty members who refuse to be evaluated shall be asked to accomplish a refusal slip, for documentation purposes. Such will be submitted to the concerned Department Chairman/Dean as needed.



11. The faculty members to be evaluated are requested to leave the classroom while their students are answering the evaluation forms.
12. In case the faculty member is late or not present in the classroom, the CTEC staff or assigned evaluator shall proceed with the administration of forms, provided at least 50 percent of the students are present.
13. Computation of ratings:

The following steps shall be followed in obtaining the rating:

- A. Compute the average rating by each of the three raters (Dean, Dept. Chair and students).
- B. Multiply the sectoral ratings by the relative weights to obtain the equivalent point score.
- C. Indicate the Descriptive or Adjectival rating using the following table of equivalents:

Overall Point Scores

Adjectival/ Descriptive Rating

4.20 – 5.00  
 3.40 – 4.19  
 2.60 – 3.39  
 1.80 – 2.59  
 1.00 – 1.79

Outstanding  
 Very Satisfactory  
 Satisfactory  
 Fair  
 Needs Improvement

- D. As indicated, the remarks/ comments of students (for student evaluation) shall be copied verbatim and be included in the Individual Summary Report.

14. The Performance Appraisal Report Form (Individual Summary) shall be accomplished in four (4) copies to be given to the ratee, College/ Unit Evaluator, Dept. Chair/Dean and the CTEC Office.
15. A College/ Unit Summary Report shall be prepared by the College/ Unit Coordinator and the Dean/ Principal to be submitted to the following: College Deans/Department Unit Heads/ Principals, CTEC Office and a file copy for the College / Unit Coordinators. A short narrative report on the College/ Unit. Summary should also be submitted.



16. Since these guidelines pertain to the evaluation of teaching performances, faculty from OSA and RET offices shall be evaluated in the colleges where they are teaching. Evaluation of non-teaching functions in their respective offices shall be treated separately.
17. Problems/issues/queries regarding the faculty evaluation should be addressed to CTEC Office through the College/Unit Evaluation Coordinators.
18. These guidelines shall take effect this First Semester SY 2009-2010 as approved by the Council of Deans & Directors.





**APPENDICES**

**APPENDIX A**

S. No. 1721

H. No. 4525

**Republic of the Philippines  
Congress of the Philippines  
Metro Manila**

**Tenth Congress**

Second Regular Session

Begun and held in Metro Manila, on Monday the twenty-second day of July, nineteen hundred and ninety-six

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**[REPUBLIC ACT NO. 8292]**

**AN ACT PROVIDING FOR THE UNIFORM COMPOSITION  
AND POWERS OF THE GOVERNING BOARDS, THE MANNER OF APPOINTMENT AND TERM  
OF OFFICE OF THE PRESIDENT OF CHARTERED STATE UNIVERSITIES AND COLLEGES,  
AND FOR OTHER PURPOSES**

Be it enacted by the Senate and House of Representatives of the Philippines in Congress assembled:

**SEC. 1. Short Title.** – This Act shall be known as the “Higher Education Modernization Act of 1997.”

**SEC. 2. Declaration of policy.** – It is the declared policy of the State to establish, maintain, and support a complete, adequate and integrated system of education relevant to the needs of the people and society. Towards this end, the composition of the governing boards of chartered state universities and colleges is hereby modified in order to: a) achieve a more coordinated and integrated system of higher education: b) render them more effective in the formulation and implementation of policies on higher education: c) provide for more relevant direction in their governance; and d) ensure the enjoyment of academic freedom as guaranteed by the Constitution.

**SEC. 3. The Governing Boards; Manner of Appointment.**

**a) Composition** – The governing body of state universities and colleges is hereby vested in the Board of Regents for universities and in the Board of Trustees for colleges which shall be composed of the following:

- i. i. Chairman of the Commission on Higher Education (CHED), Chairman
- ii. President of the university or college, Vice Chairman;



- iii. Chairman of the Congressional Committees on Education and Culture;
- iv. Regional Director of the National Economic Development Authority (NEDA) where the main campus of the university or college is located;
- v. Regional Director of the Department of Science and Technology (DOST) in case of science and technological colleges; or the Regional Director of the Department of Agriculture (DA) in case of agricultural colleges; or the Secretary of Education for an Autonomous Region. In lieu of such representation, the commanding generals of the Philippines Air Force and the Philippine Navy shall sit as members of the Board of the Philippine State College of Aeronautics and the Philippine Merchant Marine Academy respectively;
- vi. President of the faculty association;
- vii. President of the supreme student council or the student representative elected by the student council: Provided, That in the absence of a student council president or student representative elected by the student council, the university or college shall schedule one (1) week for the campaign and election of a student representative;
- viii. President of the alumni association of the institution concerned; and
- ix. Two (2) prominent citizens who have distinguished themselves in their professions or fields of specialization chosen from among a list of at least five (5) persons qualified in the city or the search committee constituted by the President in consultation with the Chairman of the CHED based on the normal standards and qualification for the position.

The faculty and the student council shall be represented by the president of their respective federations in multi-campus universities and colleges.

The private sector representatives shall be appointed by the Board of Regent/Trustees upon recommendation of a duly constituted search committee.

**b) Term of Office** – The presidents of the faculty and alumni associations and the student regents or trustees shall sit in the Board until the expiration of their term of office in such capacities.

The prominent citizens shall serve for a term of two (2) years.

**c) Meetings; Quorum** – The Board of Regents/Trustees shall regularly convene at least once every quarter. The Chairman of the Board of Regent/Trustees may call a special meeting whenever necessary: Provided, That members are notified in writing at least three (3) days prior to said meeting.

A majority of all members holding office shall constitute a quorum for board meetings: Provided. That the Chairman of the CHED who is the chairman of the Board or the president of the university or college is among those present in the meeting. In the absence of the Chairman of the CHED, a commissioner of the CHED, duly designated by him, shall represent him in the meeting with all the rights and responsibilities of a regular member: Provided, however, That in the said meeting, the president of the university or college as vice chairman shall be the presiding officer: Provided, further, That this provision notwithstanding, the chairman of the CHED is hereby authorized



to designate a CHED Commissioner the regular Chair to the Board of a particular university or college, in which case said CHED Commissioner shall act as the presiding officer.

The members shall serve without compensation, but they shall be reimbursed for necessary expenses incurred in their attendance of meeting of the Board or in connection with their official business authorized by resolution of the Board.

**SEC. 4. Powers and Duties of Governing Boards.** – The governing board shall have the following specific powers and duties in addition to its general powers of administration and the exercise of all the powers granted to the board of directors of a corporation under Section 36 of Batas Pambansa Blg. 68, otherwise known as the Corporation Code of the Philippines:

- a. to enact rules and regulations not contrary to law as be necessary to carry out the purposes and functions of the university or college;
- b. to receive in trust legacies, gifts and donations of real and personal properties of all kinds, to administer and dispose the same when necessary for the benefit of the university or college, subject to limitations, directions and instructions of the donors, if any. Such donations shall be exempt from all taxes and shall be considered as deductible items from the income tax of the donor: Provided however, That the rights, privileges and exemptions extended by this Act shall likewise be extended to non-stock. Non-profit private universities and colleges: Provided, finally, That the same privileges shall also be extended to city colleges and universities with the approval of the local government unit concerned and in coordination with the CHED;
- c. to fix the tuition fees and other necessary school charges, such as but not limited to matriculation fees, graduation fees and laboratory fees, as their respective boards may deem proper to impose after due consultations with the involved sectors.

Such fees and charges, including government subsidies and other income generated by the university or college, shall constitute special trust funds and shall be deposited in any authorized government depository bank, and all interests that shall accrue there from shall form part of the same fund for the use of the university hospitals shall be exclusively earmarked for the operating expenses of the hospitals.

Any provision of existing laws, rules and regulations to the contrary notwithstanding, any income generated by the university or college from tuition fees and other charges, as well as from the operation of auxiliary services and may be disbursed by the Board of Regents/Trustees for instruction, research, extension, or other program/projects of the university or college: Provided, That all fiduciary fees shall be disbursed for the specific purposes for which they are collected.

If, for reasons beyond its control, the university or college, shall not be able to pursue any project for which funds have been appropriated and, allocated under its approved program of expenditures, the Board of Regents/Trustees may authorize the use of said funds for any reasonable purpose which, in its discretion, may be necessary and urgent for the attainment of the objectives and goals of the university or college;

- d. to adopt and implement a socialized scheme of tuition and school fees for greater access to poor but deserving students;



- e. to authorize the construction or repair of its building machine, equipment and other facilities and the purchase acquisition of real and personal properties including necessary support materials and equipment. Purchase and other transactions enter into by the university or College through the Board of Reagent/trust shall be exempt from all taxes and duties.
- f. to appoint, upon the recommendation of the President of university or college, vice president, deans, directors, heads department, faculty members and other officials and employees.
- g. to fix and adjust salaries of faculty members and administration officials and employees subject to the provision of the revise compensation and clarification system and other permanent budget and compensation laws governing hours and service, and such others duties and condition as it may deem proper.: to grant them, at its discretion leaves of absence under such regulation as it may promulgate, provision of existing law to the country notwithstanding; and remove them for cause in accordance with the requirements of process of law.
- h. to approve the curricula, institution program and rules discipline drawn by the administrative and academic councils as here provided.
- i. to set policies on admission and graduation of students.
- j. to award honorary degrees upon persons in recognition outstanding contribution in the field of education, public service, and science and technology or in any field of specialization within academic competence of the university or college and authorize award of certificate of completion of non-degree and non-tradition courses.
- k. to absorb non-chartered tertiary institution within the respective provinces in coordination with the CHED and in consultation with the department of Budget and Management., and offer them needed programs or courses, to promote and carry out equal access educational opportunities mandated by the constitution.
- l. to establish research and extension centers of the state universities and colleges where such will promote the development of the latter.
- m. to establish chairs in the university or colleges and to provide fellowship for qualified faculty members and scholarships to deserving students.
- n. to delegates any of its power and duties provided for hereinabove to the president and/or other officials of the university or colleges as it may deem appropriate so as to expedite the administration of the affairs of the university or college.
- o. to authorize external management audit of the institution, to be finance by the CHED and to institute reforms, including academic and structural changes, on the basis of the audit results and recommendation.
- p. to collaborate with other governing boards of the state universities and colleges within the province or region, under the supervision of the CHED and in consultation with the Department of Budget and Management, the restructuring of said colleges and universities to become more efficient, relevant, productive, and competitive.
- q. to enter into joint ventures with business and industry for the profitable development



and management of the economic assets of the college or institution, the proceeds from which to be used for the developing and strengthening of the colleges or university.

- r. to develop consortia and other forms of linkage with local government units, institution and agencies, both public and private, local and foreign, in furthermore of the purpose and objectives of the institution.
- s. to develop academic arrangement for institution capability building with appropriate institution and agencies, public and private, local and foreign, and to appoint expert/ specialist as consultants, or visiting or exchange professors, scholars, as the case may be:
- t. to set up the adoption of modern and innovative modes of transmitting knowledge such as the use of information technology, the dual system open learning, community laboratory, etc. for the promotion of greater access to higher education.
- u. to establish policy guidelines and procedures for participative decision-making and transparency within the institution.
- v. to privatize, where most advantageous to the institution, management an non-academic services such as health, food, building or grounds or property maintenance and similar such other activities; and
- w. to extend the term of the president of the college or university beyond the age of retirement but no later than the age of seventy (70), whose performance has been unanimously rated as outstanding and upon unanimous recommendation by the search committee for the president of the institution concerned.

**SEC. 5. Promulgation and Implementation of policies.** - The governing boards shall promulgate and implement policies in accordance with the declared state policies on education and other pertinent provisions of the Philippine Constitution on education, science and technology, arts, culture and sports, as well as the policies, standards and thrusts of the CHED under Republic Act No. 7722.

**SEC. 6. The Administration.** – The administration of the university or college shall be vested in the president of the university or college who shall render full-time service. He shall appointed by the Boards of Regents/Trustees, upon the recommendation of duly constituted search committee. He shall have a term of four(4) years and shall be eligible for the reappointment for another term; Provided, That this provision shall not adversely affect the incumbent.

The president shall be assisted by the vice-president for academic affairs who shall be appointed by the Board upon the formers recommendation without prejudice to the appointment of more than one vice president where so warranted.

In case of vacancy by reason of death, resignation, removal for cause or incapacity of the president to perform the function of his office, the board shall have the authority to design an officer-in-charge pending the appointment of a new president.

In case of vacancy in the office of the president as mentioned in the immediately preceding paragraph, his successor shall hold office for the unexpired term.

**SEC. 7. The Secretary of the University or College.** – The Board shall appoint a secretary who shall serve as the such for the board and the university or college and shall keep all records

and proceedings of the Board. He shall communicate to each member of the Board notice of meetings.

**SEC. 8 . The Treasurer of the Philippines** – The Treasurer of the Philippines shall be the ex officio treasurer of the university or college. All accounts and expenses of the university or college

**SEC. 9. Administrative Council.** - There shall be an administrative council consisting on the President of the university or college as Chairman, the vice president(s), deans, directors, and other officials of the Board of Regents/trustees policies governing the administration, management and developing planning of the university or college for appropriate action.

**SEC .10. Academic Council.** – There shall be an academic council with the president of the university or college as Chairman and all members of the instructional staff with the rank not lower than assistant professor as members.

The academic council shall have power to review and recommend the curricular offerings and rules of discipline of the university or college subject for appropriate action of the Board of Regents/Trustees. It shall fix the requirements for the admission of students as well as for graduation and the conferment of degrees subject to review and/or approval by the Board of Regents/Trustees through the president of the university or college.

**SEC. 11. Academic Freedom.** – Pursuant to paragraph 2, Section 5 of Article XIV of the Constitution of the Republic of the Philippines, all institutions of higher learning, public or private, shall enjoy academic freedom and institutional autonomy.

**SEC. 12. Admission.** – No student shall be denied admission to any university or college by reasons of sex, nationality, religion, political affiliation, or physical disability.

**SEC. 13. Exclusion Clause.** – Except for the chairmanship of the Board, the provisions of this Act shall not affect the charter of the University of the Philippines System. Likewise, this Act shall not affect the Charter of the Mindanao State University (MSU) except for the provision of this Act on chairmanship of the Board, and the Membership of the Chairmen of the Congressional Committees on Education and Culture.

**SEC. 14. Filing of Report.** – On or before the fifteenth (15th) day of the second month after the opening of the regular classes each year, the president of the university or college shall file with the Office of the President of the Philippines through the Chairman of the CHED, and with the Senate and House of Representatives a detailed report on the progress, conditions and needs of the university or college.

**SEC. 15. Implementation.** – The Chairman of the CHED is hereby directed to take such steps as are necessary for the immediate implementation of this Act.

**SEC. 16. Separability Clause.** – If, for any reason, any part or provision of this Act is declared invalid or unconstitutional, the remaining parts or provisions not affected thereby shall remain in full force or effect.

**SEC. 17. Repealing Clause.** – All laws, presidential decrees, executive orders, letters of instruction and state universities and colleges charters contrary to or inconsistent with this Act are hereby repealed or amended accordingly.

**SEC. 18. Effectivity Clause.** – This Act take effect upon it approval.

Approved :

**JOSE DE VENECIA, JR.**

Speaker of the House  
of Representatives

**ERNESTO M. MACEDA**

President of the Senate

This Act, which is a consolidation of Senate Bill No. 1721 and House Bill No. 4525 was finally passed by the Senate and the House of Representatives on June 3, 1997 and May 29, 1997, respectively.

**ROBERTO P. NAZARENO**

Secretary General  
House of Representatives

**LORENZO E. LEYNES, JR.**

Secretary of the Senate

Approved: 06 June 1997

**FIDEL V. RAMOS**

President of the Philippines





## APPENDIX B

**Republic of the Philippines**  
**Congress of the Philippines**  
Metro Manila

**[REPUBLIC ACT NO. 6713]**

**AN ACT ESTABLISHING AS CODE OF CONDUCT AND ETHICAL STANDARDS FOR PUBLIC OFFICIALS AND EMPLOYEES, TO UPHOLD THE TIME-HONORED PRINCIPLE OF PUBLIC OFFICE BEING A PUBLIC TRUST, GRANTING INCENTIVES AND REWARDS FOR EXEMPLARY SERVICE, ENUMERATING PROHIBITED ACTS AND TRANSACTIONS AND PROVIDING PENALTIES FOR VIOLATIONS THEREOF AND FOR OTHER PURPOSES.**

Be it enacted by the Senate and House of Representatives of the Philippines in Congress assembled;

**SEC. 1. Title.** – This Act shall be known as the CODE OF CONDUCT AND ETHICAL STANDARDS FOR PUBLIC OFFICIALS AND EMPLOYEES.

**SEC. 2. Declaration of Policy.** – It is the policy of the State to promote a high standard of ethics in public service. Public officials and employees shall at all times be accountable to the people and shall discharge their duties with utmost responsibility, integrity, competence and loyalty, act with patriotism and justice, lead modest lives, and uphold public interest over personal interest.

**SEC. 3. Definition of Terms.** – As used in this Act, the term:

- (a) Government include the National Government, the local governments, and all other instruments, agencies or branches of the Republic of the Philippines including government-owned or controlled corporations, and their subsidiaries.
- (b) Public Officials include elective officials and employees, permanent or temporary, whether in the career or non-career service including military and police personnel whether or not they receive compensation regardless of amount.
- (c) Gift refers to a thing or a right disposed of gratuitously, or any act of liberality, in favor of another who accepts it, and shall include a simulated sale or an ostensibly onerous disposition thereof.
- (d) Receiving any Gift includes the act of accepting, directly or indirectly, a gift from a person other than a member of his family or relative as defined in this Act, even on the occasion of a family celebration or national festivity like Christmas, if the value of the gift is neither nominal nor insignificant, or the gift is given in anticipation of, or exchange for, a favor.
- (e) Loan covers both simple loan commodatum as well as guarantees, financing arrangements or accommodations intended to ensure its approval.
- (f) Substantial stockholder means any person who owns, directly or indirectly, shares of stock sufficient to elect a director of a corporation. This term shall also apply to the parties to a voting trust.





- (g) Family of public officials or employees means their spouses unmarried children under eighteen (18) years of age.
- (h) Person includes natural and juridical persons unless the context indicates otherwise.
- (i) Conflict of Interest arises when a public official or employee is a member of a board, an officer offer, or a substantial stockholder of a private corporation or owner or has a substantial interest in a business, and the interest of such corporation or business, or his rights or duties therein, may be opposed to or affected by the faithful performance of official duty.
- (j) Divestment is the transfer of title or disposal of interest in property by voluntary, completely and actually depriving or dispossessing oneself of his right or title to it in favor or a person persons other than his spouse and relatives as defined in this Act.
- (k) Relatives refer to any and all persons related to a public official or employee within the fourth civil degree of consanguinity or affinity, including bilas, inso and balae.

**SEC. 4. Norms of Conduct of Public Officials and Employee.** – (A) Every public official and employee shall observe the following as standards of personal conduct in the discharge and execution of official duties.

- (a) Commitment to public interest. – Public officials and employees shall always uphold the public interest over and above personal interest. All government resources and powers of their respective offices must be employed and used efficiently, honestly, economically, particularly to avoid wastage in public funds and revenues.
- (b) Professionalism. – Public officials and employees shall perform and discharge their duties with the highest degree of excellence, professionalism, intelligence and skill. They shall enter public service with utmost devotion and dedication to duty. They shall endeavor to discourage wrong perceptions of their role as dispensers or peddlers of undue patronage.
- (c) Justness and sincerity. – Public officials and employees shall remain true to the people at all time. They must act with justness and sincerity and shall not discriminate against anyone, especially the poor and the underprivileged. They shall at all times respect the rights of others, and shall refrain from doing acts contrary to law, good morals, good customs, public policy, public order, public safety and public interest. They shall not dispense or extend undue favors on account of their office to their relatives whether by consanguinity or affinity except respect to appointments of such relatives to positions considered strictly confidential or as members of their personal staff whose terms are co-terminus with theirs.
- (d) Political neutrality. – Public officials and employees shall provide service to anyone without unfair discrimination and regardless of party affiliations or preference.
- (e) Responsiveness to the public. – Public officials and employees shall extend prompt, courteous, and efficient service to the public. Unless otherwise provided by law or when required by the public interest, public officials and employees shall provide information on their policies and procedures in clear and understandable language, ensure openness of information, public consultations and hearing whenever appropriate, encourage suggestions, simplify and systematize policy, rules and procedures, avoid red tape and



develop an understanding and appreciation of the socio-economic conditions prevailing in the country, especially in the depressed rural and urban areas.

- (f) Nationalism and patriotism. – Public officials and employees shall at all times be loyal to the Republic and to the Filipino people, promote the use of locally- produced goods, resources and technology and encourage appreciation and pride of country and people. They shall endeavor to maintain and defend Philippines sovereignty against foreign intrusions.
- (g) Commitment to democracy. – Public officials and employees shall commit themselves to the democratic way of life and values, maintain the principle of public accountability, and manifests by deeds the supremacy of civilian authority over the military. They shall at all times uphold the Constitution and put loyalty to country above loyalty to persons or party.
- (h) Simple living. – Public officials and employees and their families shall lead modest lives appropriate to their positions and income. They shall not indulge in extravagant or ostentatious display of wealth in any form.
- (B) The Civil Service Commission shall adopt positive measures to promote (1) observance of these standards, including the dissemination of information programs and workshops authorizing merit increase beyond regular progression steps, to a limited number of employees recognized by their office colleagues to be outstanding in their observance of ethical standards; and (2) continuing research and experiment on measures which provide positive motivation to public officials and employees in raising the general level of observance of these standards.

**SEC. 5. Duties of Public Officials and Employees.** – In the performance of their duties, all public officials and employees are under obligation to:

- (a) Act promptly on letters and requests. – All public officials and employees shall within fifteen (15) working days from receipt thereof, respond to letters, telegrams or other means of communication sent by the public. The reply must contain the action taken on the request.
- (b) Submit annual performance reports. – All heads or other responsible officers of offices and agencies of the government and of government-owned or controlled corporation shall, within forty-five (45) working days from the end of the year, render a performance report of the agency or office or corporation concerned. Such report shall be open and available to the public within regular office hours.
- (c) Process documents and papers expeditiously. – All official papers and documents must be processed and completed within a reasonable time from the preparation thereof and must contain, as far as practicable, not more than three (3) signatories therein. In the absence of duly authorized signatories, the official next-in-rank or officer-in-charge shall sign for and in their behalf.
- (d) Act immediately on the public's personal transactions. – All public official and employees must attend to anyone who wants to avail himself of the services of their offices and must, at all times, act promptly and expeditiously.
- (e) Make documents accessible to the public. – All public documents must be made accessible to, and readily available for inspection by the public within reasonable working hours.



**SEC. 6. System of Incentives and Rewards.** – A system of annual incentives and rewards is hereby established in order to motivate and inspire public servants to uphold the highest standards of ethics. For this purpose, a Committee on Awards to Outstanding Public Officials and Employees is hereby created composed of the following: the Ombudsman and the Chairman of the Civil Service Commission as co-Chairman, and the Chairman of the Commission on Audit, and two government employees to be appointed by the President, as members.

It shall be the task of this Committee to conduct a periodic, continuing review of the performance of public officials and employees, in all the branches and agencies of the Government and establish a system of annual incentives and rewards to the end that due recognition is given to public officials and employees of outstanding merit on the basis of the standards set forth in this Act.

The conferment of awards shall take into account, among their things, the following: the years of service and the quality and consistency of performance, the obscurity of the position, the level of salary, the unique and exemplary quality of a certain achievement, and the risks or temptations inherent in the work. Incentives and rewards to government officials and employees of the year to be announced in public ceremonies honoring them may take the form of bonuses, citations, directorship in government-owned or controlled corporations, local and foreign scholarship grants, paid vacation and the like. They shall likewise be automatically promoted to the next higher position with the commensurate salary suitable to their qualifications. In case there is no next higher position or it is not vacant, said position shall be included in the budget of the office in the next General Appropriations Act. The Committee on Awards shall adopt its own rules to govern the conduct of its activities.

**SEC. 7. Prohibited Acts and Transactions.** – In addition to acts and omissions of public officials and employees now prescribed in the Constitution and existing laws, the following shall constitute prohibited acts and transactions of any public official and employee and are hereby declared to be unlawful:

- (a) Financial and material interest. – Public officials and employees shall not, directly or indirectly, have any financial or material interest in any transaction requiring the approval of their office.
- (b) Outside employment and other activities related thereto. – Public officials and employees during their incumbency shall not:
  - (1) Own, control, manage or accept employment as officer, employee, consultant, counsel, broker, agent, trustee or nominee in any private enterprise regulated, supervised or licensed by their office unless expressly allowed by law.
  - (2) Engage in the private practice of their profession unless authorized by the Constitution or law, provided that such practice will not conflict or tend to conflict with their official functions; or,
  - (3) Recommend any person to any position in a private enterprise which has a regular or pending official transaction with their office.

These prohibitions shall continue to apply for a period of one (1) year after resignation, retirement, or separation from public office, except in the case of subparagraph (b) (2) above, but the professional concerned cannot practice his profession in connection with any matter before the office he used to be with, in which case the one-year prohibition shall likewise apply.



(c) Disclosure and/or misuse of confidential information. – Public officials and employees shall not use or divulge, confidential or classified information officially known to them by reason of their office and not made available to the public, either.

(1) To further their private interests, or give undue advantage to anyone; or

(2) To prejudice the public interest.

(d) Solicitation or acceptance of gifts. – Public officials and employees shall not solicit or accept, directly or indirectly, any gift, gratuity, favor, entertainment, loan or anything of monetary value from any person in the course of their official duties or in connection with any operation being regulated by, or any transaction which may be affected by the functions of their office.

As to gifts or grants from foreign governments, the Congress consents to-

(i) The acceptance and retention by a public official or employee of a gift of nominal value tendered and received as a souvenir or mark of courtesy;

(ii) The acceptance by a public official or employee of a gift in the nature of a scholarship or fellowship grant or medical treatment; or

(iii) The acceptance by a public official or employee of travel grants or expenses for travel taking place entirely outside the Philippines (such as allowances, transportation, food, and lodging) of more than nominal value of such acceptance is appropriate or consistent with the interest of the Philippines, and permitted by the head of office, branch or agency to which he belongs.

The Ombudsman shall prescribe such regulations as may be necessary to carry out the purpose of this sub-section, including pertinent reporting and disclosure requirements.

**SEC. 8. Statements and Disclosure.** – Public officials and employees have an obligation to accomplish and submit declaration under oath of, and the public has the right to know, their assets, liabilities, net worth and financial and business interests including those of their spouses and of unmarried children under eighteen (18) years of age living in their households.

(A) Statement of Assets and Liabilities and Financial Disclosure. – All public officials and employees, except those who serve in an honorary capacity, laborers and casual or temporary workers, shall file under oath Statement of Assets, Liabilities and Net Worth and a Disclosure of Business Interest and Financial Connections and those of their spouses and unmarried children under eighteen (18) years of age living in their households.

The two documents shall contain information on the following:

- (a) real property, its improvements, acquisition costs, assessed value and current fair market value;
- (b) personal property and acquisition cost;
- (c) all other assets such as investments, cash on hand or in banks, stocks, bonds, and the like;
- (d) liabilities; and
- (e) all business interests and financial connections.



The documents must be filed:

- (a) within thirty (30) days after assumption of office;
- (b) on or before April 30, of every year thereafter; and
- (c) within thirty (30) days after separation from the service.

All public officials and employees required under this Section to file the aforesaid documents shall also execute, within thirty (30) days from the date of their assumption of office, the necessary authority in favor of the Ombudsman to obtain from all appropriate government agencies, including the Bureau of Internal Revenue, such documents as may show their assets, liabilities, net worth, and also their business interests and financial connections in previous years, including if possible, the year when they first assumed any office in the Government.

Husband and wife who are both public officials or employees may file the required statements, jointly or separately.

The Statements of Assets, Liabilities and Net Worth and the Disclosure of Business Interest and Financial Connection shall be filed by:

- (1) Constitutional and national elective officials, with the national office of the Ombudsman;
  - (2) Senators and Congressman, with the Secretaries of the Senate and the House of Representatives, respectively, Justices, with the Clerk of Court of the Supreme Court, Judges, with the Court Administrator; and all national executive officials with the Office of the President;
  - (3) Regional and local officials and employees, with the Deputy Ombudsman in their respective regions;
  - (4) Officers of the armed forces from the rank of colonel or naval captain, with the Office of the President, and those below ranks, with the Deputy Ombudsman in their respective regions; and
  - (5) All other public officials and employees, defined in the Republic Act No. 3019, as amended with the Civil Service Commission.
- (B) Identification and Disclosure of Relatives. – It shall be the duty of every public official or employee to identify and disclose, to the best of his knowledge and information, his relatives in the Government in the form, manner and frequency prescribed by the Civil Service Commission.
- (C) Accessibility of Documents. – (1) Any and all statements filed under this Act, shall be made available for inspection at reasonable hours.
- 1) Such statements shall be made available for copying or reproduction after ten (10) working days from the time they are filed as required by law.
  - 2) Any person requesting a copy of a statement shall required to pay a reasonable fee to cover the cost of reproduction and mailing of such statement, as well as the cost of certification.
  - 3) Any statement filed under this Act shall available to the public for a period of ten (10)



years after receipt of statement. After such period, the statement may be destroyed unless needed in an ongoing investigation.

(D) Prohibited Acts. – It shall be unlawful for any person to obtain or use any statement filed under this Act for:

- 1) any purpose contrary to morals to public policy; or
- 2) any commercial purpose other than by news and communications media for dissemination to the general public.

**SEC. 9. Divestment.** – A public official or employee shall avoid conflicts of interest at all times. When a conflict of interest arises, he shall resign from his position in any private business enterprises within thirty (30) days from his assumption of office and/or divest himself of his shareholding or interest within sixty (60) days from such assumption.

The same rule shall apply were the public official or employee is a partner in a partnership.

The requirement of divestment shall not apply to those who serve the Government in an honorary capacity nor laborers and casual or temporary workers.

**SEC. 10. Review and Compliance Procedures.** – (a) The designated Committees of both Houses of Congress shall establish procedure for the review of statements to determine whether said statements have been submitted on time, are complete, and are in proper form. In the event determination is made that a statement is not so filed, the Appropriation Committees shall so inform the reporting individual and direct him to take necessary action.

(b) In order to carry out their responsibilities under this Act, the designated Committees of both Houses of the Congress shall have the power, within their respective jurisdictions, to render any opinion interpreting this Act, in writing, to persons covered by this Act, subject in each instance to the approval by affirmative vote of the particular House concerned.

The individual to whom an opinion is rendered and any other individual involved in a similar factual situation, and who, after issuance of the opinion acts in good faith in accordance with it shall not be subject to any sanction provided in this Act.

(c) The heads of other office shall perform the duties stated in sub-sections (a) and (b) hereof as their respective offices are concerned, subject to the approval of the Secretary of Justice, in the case of the Executive Department and the Chief Justice of the Supreme Court, in the case of the Judicial Department.

**SEC. 11. Penalties.** – (a) Any public official or employee, regardless of whether or not he holds office of employment in a casual, temporary, holdover, permanent or regular capacity, committee any violation of this Act shall be punished with a fine not exceeding the equivalent of six (6) months salary or suspension not exceeding one (1) year, or removal depending on the gravity of the offense after due notice and hearing by the appropriate body or agency. If the violation is punishable by a heavier penalty under another law, he shall be prosecuted under the latter statute. Violations of Sections 7, 8 or 9 of this Act shall be punishable by imprisonment not exceeding five (5) years, or a fine not exceeding five thousand pesos (P5,000.00), or both, and, in the discretion of the court of competent jurisdiction, disqualification to hold office.



(b) Any violation hereof proven in a proper administration proceeding shall be sufficient cause for removal or dismissal of a public official or employee, even if no criminal prosecution is instituted against him.

Private individuals who participate in conspiracy as co-principals, accomplices or accessories, with public officials or employees, in violation of this Act, shall be subject to the liabilities as the public officials or employees and shall be tried jointly with them.

(c) The official or employee concerned may bring an action against any person who obtains or uses as report for any purpose prohibited by Sec. 8 (D) of this Act. The Court in which such action is brought may assess against such person a penalty in any amount no to exceed twenty-five thousand pesos (P25,000.00). If another sanction hereunder or under any other law is heavier, the latter shall apply.

**SEC. 12. Promulgation of Rules and Regulations, Administration and Enforcement of this Act.** – The Civil Service Commission shall have the primary responsibility for the administration and enforcement of this Act. It shall transmit all cases for prosecution arising from violations of this Act to the proper authorities for appropriate action: Provided, however, That it may institute such administration actions and disciplinary measures as may be warranted in accordance with law. Nothing in this provision shall be constructed as a deprivation of the right of each House of Congress to discipline its members for disorderly behavior.

The Civil Service Commission is hereby authorized to promulgate rules and regulations necessary to carry out the provision of this Act, including guidelines for individuals who render free voluntary service to the Government the Ombudsman shall likewise take steps to protect citizens who denounce acts or omissions of public officials and employees which are in violation of this Act.

**SEC. 13. Provision for More Stringent Standards.** – Nothing in this Act shall be constructed to derogate any law, or any regulations prescribed by any body or agency, which provides for more stringent standards for its officials and employees.

**SEC. 14. Appropriations.** – The sum necessary for the effective implementation of this Act shall be taken from the appropriations of the Civil Service Commission. Thereafter such sum as may be needed for its continued implementation shall be included in the annual General Appropriation Act.

**SEC. 15. Separability Clause.** – If any provision of this Act or the application of such provision to any person or circumstance is declared invalid, the remainder of the Act or the application of such provision to other persons or circumstances shall not be affected by such declaration.

**SEC. 16. Repealing Clause.** – All laws, decrees and orders or parts thereof inconsistent herewith, are deemed repealed or modified accordingly, unless the same provided for a heavier penalty.

**SEC. 17. Effectivity.** – This Act shall take effect after thirty (30) days following the completion of its publication in the Official Gazette or in two (2) national newspapers of general circulation.



Approved.

**(SGD.) RAMON V. MITRA**  
Speaker of the House  
of Representatives

**(SGD.) JOVITO R. SALONGA**  
President of the Senate

This Act which is a consolidation of Senate Bill No. 139 and House Bill No. 2069 was finally passed by the Senate and the House of Representatives on October 21, 1988 and February 1, 1989, respectively.

**(SGD.) QUIRINO ABAD SANTOS, JR.**  
Secretary of the House of Representatives

**(SGD.) EDWIN P. ACODA**  
Secretary of the Senate

Approved: February 20, 1989

**(SGD.) CORAZON C. AQUINO**  
President of the Philippines







## APPENDIX C

Republika ng Pilipinas  
**KOMISYON SERBISYO SIBIL**  
(Civil Service Commission)

MC. No. 14, s. 1991

### MEMORANDUM CIRCULAR

**TO : ALL HEADS OF DEPARTMENT, BUREAUS AND AGENCIES OF THE NATIONAL/LOCAL GOVERNMENTS, INCLUDING GOVERNMENT-OWNED AND CONTROLLED CORPORATION WITH ORIGINAL CHARTERS**

**SUBJECT: DRESS CODE PRESCRIBED FOR ALL GOVERNMENT OFFICIALS AND EMPLOYEES**

In line with the provision of RA 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees) and in order to maintain modesty and proper decorum in the civil service, the Civil Service Commission, being the central personal agency of the government officials and employees in the government services when reporting for work, thus:

1. The office uniforms as prescribed by the different government agencies/offices shall be the official attire shall be worn in accordance with the assigned schedule.
2. On those days when employees are exempted from wearing the prescribed office uniform, they must be dressed appropriately; preferably business clothes but no party attire, picnic clothes, sandos nor t-shirts should be worn at work.
3. The use of tightfitting, seductive, micro-mini, and gauzy/flimsy/transparent dresses by female employees shall be prohibited.
4. Walking shorts, pedal pushers, leggings, tights, jogging and maong pants shall likewise be prohibited. However, pantaloons or such other pants worn for occasions are allowed.
5. The use of too much costume, jewelry, flashy bangles and similar accessories shall likewise be prohibited. Conversely, ostentatious display of expensive jewelry is strongly discouraged and prohibited except for special occasions and official celebrations.
6. Wearing of heavy or theatrical make-up is likewise prohibited.
7. The wearing of slippers, sandals, bakya, etc. in office premises is banned. Only appropriate footwear shall be allowed.
8. It is likewise considered taboo to use curlers, turbans and bandannas during office hours and within office premises.

In the implementation of this Circular, exemptions may be allowed on the following reasons:

1. When by the nature of work of the employment concerned, they necessarily must wear other appropriate clothing;
2. Religious affiliation or creed or any practice in relation thereunto;



3. Physical disabilities;
4. Other analogous circumstances of any of the aforementioned.

Any violation of this Circular shall be considered as a ground for disciplinary actions.

**THIS MEMORANDUM CIRCULAR SHALL TAKE EFFECT IMMEDIATELY.**

For strict compliance.

**(SGD.) PATRICIA A. STO. TOMAS**  
Chairman

April 23, 1991

## APPENDIX D

### NATIONAL BUDGET CIRCULAR (NBC) 461

1. Educational Qualifications 85 pts.
  - 1.1 Highest relevant academic degree or educational attainment with the following maximum point credits
    - 1.1.1 Doctorate 85 pts.
    - 1.1.2 Master's Degree 65 pts.
    - 1.1.3 LLB and MD 65 pts.

N.B. MD shall be considered a Doctorate degree if the holder is teaching in a College of Medicine.

- 1.1.4 Diploma course (above a bachelor's degree) 55 pts.
- 1.1.5 Bachelor's degree ( four years) 45 pts.

N.B. In the case of a Bachelor's degree which is more than four years, additional credit of five points is given for every year over four years.

- 1.1.6 Special courses

- 3-year post secondary course 30 pts.
- 2-year post secondary course 25 pts.

- 1.2 Additional equivalent and relevant degree earned

- 1.2.1 Additional Master's degree 4 pts.
- 1.2.2 Additional Bachelor's degree 3 pts.

N.B. An additional equivalent and relevant degree earned related to the present position refers to another degree on the same level as the advanced degree that the faculty has already earned.

Relevance is the applicability of the degree to teaching and to the subjects the faculty is teaching, or the duties and functions other than teaching which the faculty performs.

For example, a holder of an M.S. in Math acquired a degree in M.S. Physics. However, an M.A. holder, who acquired two bachelor degrees like A.B., BSE, shall be credited only for his/her M.A. degree.

- 1.3 Additional credits earned

- 1.3.1 For every 3 units earned toward a higher approved degree course (Maximum of 10 pts.) 1 pts.

2. Experience and Professional Services 25 pts.

N.B. The services and experiences of a faculty who is designated to an administrative position like Vice president, Dean, Director, etc., shall be credited only once, whichever



is highest, within the period of his designation.

- 2.1 For every year of full-time academic service in state institution of higher learning 1 pts.

N.B. Academic Service refers to teaching in college or doing research and extension functions.

A year means at least 2 semesters.

Full-time service means the official full-time equivalent load (FTEL) hours of actual teaching or its equivalent in other functions approved by the institution's Board of Regents/ Board of Trustees.

State institution of higher learning refers to chartered SUCs, CHED -Supervised and TESDA Schools whose main function and responsibility is tertiary education and offers degree programs.

- 2.2 For every year of full-time academic service in an institution of higher learning other than SUCs, CHED- Supervised and TESDA Schools; service in a public or private research institution. 0.75 pts

N.B. Academic service refers to teaching in the tertiary level in an institution of higher learning which is not a SUC, a CHED-Supervised or TESDA School, or doing research on a professional level in a research institution.

- 2.3 For every year of administrative designation as:

- |  |          |
|--|----------|
| a. President   | 3.0 pts. |
| b. Vice-president  | 2.5 pts. |
| c. Dean/Director/School Superintendent                       | 2.0 pts. |
| d. Principal/Supervisor/Department Chairperson/ Head of Unit | 1.0 pts. |

2.3.1 For every year of full-time industrial/agricultural/teaching experience as:

- |                                  |          |
|----------------------------------|----------|
| a. Engineer, Plant /Farm Manager | 1.5 pts. |
| b. Technician                    | 1.0 pts. |
| c. Skilled Worker                | 0.5 pts. |

2.3.2 For every year of experience as:

- |                            |          |
|----------------------------|----------|
| a. Cooperating Teacher     | 0.5 pts. |
| b. Basic Education Teacher | 0.5 pts. |

- |  |         |
|--|---------|
| 3. Professional Development Achievement and Honors | 90 pts. |
|--|---------|

- 3.1 Innovations, patented inventions, publications and other creative works( maximum of 30 pts.)

- |                                      |             |
|--------------------------------------|-------------|
| 3.1.1 For every cost and time saving | 1 to 7 pts. |
|--------------------------------------|-------------|

innovation, patented invention and creative work as well as discovery of an educational, technical, scientific and/or cultural value

Sub-categories under 3.1.1 are as follows:

A. Inventions

These are original patented (or must have patent pending) works which have direct contribution to education, science and technology. The basis for the weight is the patent score.

Criteria	Credits
1. If patented	Multiply patent score by weight assigned according to criterion of utility.
2. If patent pending weight according to utility.	Multiply patent by

N.B. Per invention or discovery the following additional criteria and point allocations are prescribed:

Commercial utility on:

- |                          |        |
|--------------------------|--------|
| • an international scale | 7 pts. |
| • a national scale       | 5 pts. |
| • institutional level    | 2 pts. |

The accrediting bodies for these factors on the international and national scale are:

- |                          |                     |
|--------------------------|---------------------|
| • Science and technology | - DOST              |
| • Education              | - DECS/ CHED/ TESDA |

For the institutional level, a University Committee shall accredit. The patent paper/document must be presented to ascertain patent score. Credit points are divided equally among two or more individuals claiming credit for the same invention.

B. Discoveries

A discovery must be the first of its kind or not of common knowledge. It shall be the result or product of the research of an individual or a group of faculty.

Criteria	Credits
1. Originality, educational impact, documentation	60% of 7 (0.6 x 7)
2. Evidence of wide dissemination, e.g. exhibits, publications	40% of 7 (0.4 x 7)

N.B. Where there are more than one proponent, the points are to be divided equally among them. If only one factor (e.g. 1) is satisfied, credit is awarded only for that factor).

C. Creative work has to satisfy one or more of the following criteria:

- |                                  |                    |
|----------------------------------|--------------------|
| 1. Originality                   | 25 % of 1 - 7 pts. |
| 2. Acceptability and Recognition | 25 % of 1 - 7 pts. |
| 3. Relevance and value           | 25 % of 1 - 7 pts. |



4. Documentation and evidence of dissemination 25% of 1 - 7 pts.

N.B. The scale of 1 - 7 is distributed on the basis of competitiveness, thus-

- International 7
- National 5
- Institutional 2

Credits are divided among two or more claimants. Examples of creative works are published articles, literary items, musical compositions and/or arrangement, painting, sculpture, and other performing arts.

D. Innovations consist of improvements/ modifications made on an existing design, process or product. The criteria for rating and the points for each criterion are:

Criteria	Credits
1. Use of indigenous materials	20 % of 7 pts.
2. Relevance and value to education science and technology	20% of 7 pts.
3. Cost/time/ energy/saving	20 % of 7 pts.
4. Acceptability of peers	20 % of 7 pts.
5. Dissemination/ documentation	20 % of 7 pts.

3.1.2 For every published book, : original, edited, or compiled, copyrighted/ published within the last ten years

- a. As original author 3 - 7
- b. As co-author 2 - 5
- c. As reviewer 1 - 4
- d. As translator 1 - 4
- e. As editor 1 - 3
- f. As compiler 1 - 2

The factors and their weights are:

Textbooks, including Science and Technology and references

Role	Tertiary	High School	Elementary
Single author	7 pts.	5 pts.	4 pts.
Co-author	5	3	2
Reviewer	4	2	1
Translator	4	2	1
Editor	3	2	1
Compiler	2	1	1

3.1.3 For every scholarly research/monograph/educational technical articles in a technical/scientific/ professional journal.

- a. International 5
- b. National 3
- c. Local 2

3.1.4 For every instructional manual/audio-visual material developed and approved for use

Under this item are approved and published sets of complete modules, laboratory manuals, operation manuals, workbooks, teaching guides, including software, prototype and Computer-Aided Instruction materials. Syllabi, flip charts, compiled copies of machine-copied documents; mock-ups are not considered under this item. Those which can be credited are approved by the department or college for instructional purposes.

Role	Credit
Single author or maker	Full
Co-author, co-maker	Half

N.B. For credits to be granted, a sample of the material and a certification by the College/Department as to its usefulness and acceptability for instruction must be presented.

3.2 For expert services, training and active participation in professional/technical activities (Maximum of 30 pts.)

3.2.1 Training and Seminars (Maximum of 10 pts.)

3.2.1.1 For every training course with a duration of at least one year ( Pro-rated for less than a year and not to exceed 10 pts.)

a. International	5
b. National/Regional	3
c. Local	2

3.2.1.2 For certified industrial, agro-industrial or fishery training 1/120h (maximum. of 5 pts.)

3.2.1.3 For participation in conferences, seminars, workshops

a. International	3
b. National/ Regional	2
c. Local	1

3.2.2 Expert Services Rendered (Maximum of 20 pts.)

3.2.2.1 For serving as a short-term consultant/ expert in an activity of an educational, technological, professional, scientific or cultural nature (foreign or local) sponsored by the government or other agencies.

a. International	5
b. National/Regional	3
c. Local	2

3.2.2.2 For services rendered as coordinator, lecturer, resource person or guest speaker in conferences, workshops, and/or training courses.



- a. International 5
- b. National/Regional 3
- c. Local 2

3.2.2.3 For expert services as adviser in doctoral dissertations, masteral and undergraduate theses (maximum of 10 points)

- a. Doctoral dissertation 1.00
- b. Masteral thesis 0.50
- c. Undergraduate thesis 0.25

3.2.2.4 For certified services as reviewer/ examiner in the Professional Regulations Commission (PRC) or in the Civil Service Commission (CSC)

1

3.2.2.5 For expert services in accreditation work as member of the Board of Directors, member of the Technical Committee or Consultant Group

1

3.2.2.6 For expert service in trade skill certification 1

3.2.2.7 For every year of service as coach/trainer in sports or adviser of student organization 1

3.3 Membership in professional organizations/ honor societies and honors received (Maximum of 10 pts.)

3.3.1 For current individual membership in relevant professional organization (s)

- a. Learned Society
  - Full member 2
  - Associate member 1
- b. Honor Society 1
- c. Scientific Society 1
- d. Professional
  - Officer 1
  - Member 0.5

3.3.2 For undergraduate academic honors earned:

- a. Summa Cum Laude 5
- b. Magna Cum Laude 3
- c. Cum Laude 1

3.3.3 Scholarship/Fellowship. This may be degree or non-degree granting.

- a. International, competitive
  - Doctorate 5
  - Masteral 4
  - Non-Degree 3



- |   |   |
|---|---|
| b. International, non-competitive   |   |
| Doctorate   | 3 |
| Masteral  | 2 |
| Non-Degree  | 2 |
| c. National/ Regional, competitive  |   |
| Doctorate   | 3 |
| Masteral  | 2 |
| Non-Degree  | 1 |
| d. National/Regional, non-competitive   |   |
| Doctorate   | 2 |
| Masteral  | 1 |
| e. Local, competitive<br>or non-competitive   | 1 |
| 3.4 Awards of distinction received in recognition of achievement in relevant areas of specialization/<br>profession and/or assignment of the faculty concerned.           |   |
| a. International  | 5 |
| b. National/Regional  | 3 |
| c. Local  | 2 |
| 3.5 Community outreach (maximum of 5 points)  |   |
| 3.5.1 For every year of participation in service-oriented projects in the community   | 1 |
| 3.6 Professional examinations   |   |
| 3.6.1 For every relevant licensure and other professional examinations passed (maximum<br>of 10 pts.)   |   |
| a. Engineering, Accounting, Medicine,<br>Law, Teacher's Board, etc  | 5 |
| b. Marine Board/ Seaman Certificate;<br>Master Electrician/ Master Plumber<br>Certificate, etc; Plant Mechanic<br>Certificate; Professional Radio Operator<br>Certificate | 2 |
| c. Other trade skill Certificate  | 1 |
| 3.7 Appointment To The Higher Sub-Rank Of The Instructor and the Assistant Professor<br>Positions   |   |
| 3.7.1 Appointment to the position of Instructor II and Assistant Professor IV shall be subject<br>to the following requirements:  |   |
| 3.7.1.1 CCE points of at least 66 points for the higher sub-rank of the Instructor position   |   |



and at least 88 points for the Assistant Professor position;

3.7.1.2 Earned MA degree for Assistant Professor II to IV;

3.7.1.3 Qualitative contributions in instruction, otherwise known as Teaching Effectiveness. Annex includes the standards and guidelines for the appropriate evaluation of the same.

### 3.8 Appointment To The Position Of Associate Professor

3.8.1 Appointment to the position of Associate Professor shall be subject to the following requirements:

3.8.1.1 CCE points of at least 124;

3.8.1.2 Earned MA degree;

3.8.1.3 Qualitative contributions in instruction, research, extension and production. (Must have contributed significantly in at least two of the four functional areas).

### 3.9 Appointment To The Position Of Professor

3.9.1 Appointment to the position of professor shall be subject to the following requirements:

3.9.1.1 CCE points of at least 159;

3.9.1.2 Earned doctorate for Professor 4 to 6;

3.9.1.3 Qualitative contributions in instruction, research, extension and production. (Must have at least three of the four functional areas);

3.9.1.4 In cases where a doctorate is not normally part of career preparation, or where such doctoral program is rare, the doctorate requirement may be waived provided that the candidate has an appropriate master's degree, has at least 159 CCE points (including educational qualification) and has earned at least 20 points in the following areas;

3.9.1.4.1 Books, monographs, compendiums and major bodies of published work;

3.9.1.4.2 Scientific articles in publications of international circulation, and other works of similar nature;

3.9.1.4.3 Discoveries, inventions and other significant original contributions;

3.9.1.4.4 Research recommendations transformed to public policy benefiting the country;

3.9.1.4.5 Supervision, tutoring, or coaching of graduate scientists and technologies;

3.9.1.4.6 Research results applied or utilized in industrial and/or commercial projects or undertaking;



3.9.1.4.7 Accreditation by a committee of experts duly constituted by PASUC for candidates entering the rank for the first time.

N.B. The members of the accreditation committee are recognized experts in the area of specialization of the faculty applying for accreditation.

An applicant who fails in the accreditation process shall be appointed to the position of Associate Professor 5.

3.9.1.4.8 Limitations

3.9.1.4.8.1 Quota - 20% of the total number of the faculty positions

3.9.1.4.8.2 The rank is not applied in TESDA and CHED supervised schools except those offering graduate programs

### 3.10 Appointment to the Position Of College/University Professor

#### 3.10.1 Coverage

The following are deemed qualified for entitlement to appointment as College Professor / University Professor:

3.10.1.1 Deserving faculty members occupying Professor positions duly accredited by the PASUC Accreditation Committee who have complied satisfactorily with all the requirements stated in Part V hereof.

3.10.1.2 SUC/CHED/TESDA executives who opt to receive their basic salary pertaining to their assigned academic rank under the CCE, provided that they complied with the requirements mentioned under part V hereof and those who opt to return to the academic due to their resignation/retirement, not for cause before the expiration of their fixed terms of office.

#### 3.10.2 Requirements

3.10.2.1 CCE Points.....195-200;

3.10.2.2 Earned Doctorate;

3.10.2.3 A pass from a screening committee duly constituted by PASUC;

3.10.2.4 Professorial accreditation in case of the faculty;

3.10.2.5 Qualitative contributions in instruction, research, extension and production. ( Must have at least 3 out of 4).

N.B. A candidate who fails to satisfy all the requirements shall be appointed to the position of Professor 6.

#### 3.10.3 Limitations

3.10.3.1 Only one (1) position of College Professor per College shall be authorized for every six (6) years, the total of which shall not exceed the number of



authorized colleges and external campuses of the respective SUC/CHED-Supervised and TESDA Schools.

3.10.3.2 Only one (1) position of University Professor per University shall be authorized for every six (6) years, the total of which shall not exceed five percent (5%) of the total number of accredited full professor in the University concerned.

#### 3.10.4 Mechanics and Processes

Upon recommendation by the institution head concerned, all candidates for the rank of College Professor and University Professor shall undergo screening by an independent body, to be organized by PASUC.

#### 3.10.5 Qualifications for accreditation as College/University Professor

3.10.5.1 He must be an outstanding scholar and scientist as shown in the quality of his publications and researches in his principal field of study and in the allied fields; or he must have manifested performance of his executive leadership role.

3.10.5.2 He must have expert knowledge in one field or division and familiar with at least one other subject within another division.

3.10.5.3 He must be known for intellectual maturity and objectivity in his judgment.

3.10.5.4 He must have a high reputation among his colleagues and other scholars for his mastery of the subject of his specialization.

Recognition and esteem could be manifested in any of the following ways:

3.10.5.5 His contributions to the advancement of his field of specialization are recognized by colleagues, here and abroad.

3.10.5.6 He is published in the most respected learned journals in his field of specialization.

3.10.5.7 His works are widely acclaimed and provoke spirited discussions among scholars, often from various disciplines.

3.10.5.8 He is often invited to other universities and scholarly gatherings for the originality of his thoughts.

3.10.5.9 He is accorded various forms of honors (awards, chairs, titles, etc.)

#### 3.11 Modified Point Allocation



Faculty Rank	Sub-Rank	Salary Grade	Point
Instructor	I	12	65-below
	II	13	66-76
	III	14	77-87
Assistant Professor	I	15	88-96
	II	16	97-105
	III	17	106-114
	IV	18	115-123
Associate Professor	I	19	124-130
	II	20	131-137
	III	21	138-144
	IV	22	145-151
	V	23	152-158
Professor	I	24	159-164
	II	25	165-170
	III	26	171-176
	IV	27	177-182
	V	28	183-188
	VI	29	189-194
College/University Professor		30	195-200

### 3.16 Qualitative Contribution Evaluation (QCE)

The following are the minimum points required under the Qualitative Contribution Evaluation (QCE) so that a faculty with the appropriate CCE credits can be promoted.

Faculty Rank	Sub-Rank	Minimum Points
Instructor	II	80
	III	90
	I	80
Assistant Professor	II	85
	III	90
	IV	95
	I	76
Associate Professor	II	80
	III	86
	IV	91
	V	96
	I	61
Full Professor	II	66
	III	71
	IV	76
	V	81
	VI	86
	College/University Professor	





## APPENDIX E

### GUIDELINES FOR SABBATICAL LEAVE

#### 1. Sabbatical Leave

A sabbatical leave is a privilege which may be granted to a qualified and deserving member of the faculty in order to advance the frontiers of knowledge through investigation, writing, or research in the field related to his/her specialization and in consonance with the objective of the University.

#### 2. Who may qualify for Sabbatical Leave

- 2.1 A member of the faculty with a minimum of a master's degree and with at least the rank of associate professor who has significantly contributed to the country in general and to the University in particular;
- 2.2 A faculty who has served CLSU as a member of the faculty for not less than six consecutive years immediately prior to sabbatical leave.
- 2.3 A faculty who has served contract with the University for scholarship or any award given him.

#### 3. Requirements

- 3.1 Faculty applies for sabbatical leave in writing to the University President through channels not later than three months before the expected start of the sabbatical leave.
- 3.2 The applicant must be recommended by the Department Chairman, Dean/Director and Vice-Presidents concerned to the University President for action by the Administrative Council.
- 3.3 Application must be accompanied with a proposed program of works and its details therein the activities that will be undertaken within a specific time frame and where the leave shall be spent.

#### 4. Privileges:

- 4.1 A sabbatical leave may be granted for a period of one year but in no case shall it exceed more than eighteen months with full pay effective upon approval of the Board of Regents.
- 4.2 Full travel expense shall be borne by the University to and from the destination for sabbatical leave except when these are provided by benefactor or the leave venue is abroad.
- 4.3 While on sabbatical leave, he/she shall be entitled to salary adjustment and other fringe benefits, if any.
- 4.4 He shall also be entitled to retention of housing privilege if he enjoys the same before going on sabbatical leave.

#### 5. Responsibilities upon completion of sabbatical leave.

- 5.1 Upon completion of the leave, he/she must submit not later than two weeks after reporting for duty a formal written report of his output to the University President copies of which must be furnished the following:



5.2 Grantee must submit Plan of Work to the University President and HRD Office after his return.

5.3 Grantee shall render one year of service for every year of sabbatical leave or a fraction thereof that is not less than one month.



## APPENDIX F

### GRIEVANCE MACHINERY AND DISPUTE SETTLEMENT

1. Forms of complaint and grievance. A complaint or grievance need not be in any particular form. It may be oral or in writing and filed with any member of the complaints and grievance committee.
2. By whom and against whom filed. A complaint or grievance may be filed by any member of the faculty or non-teaching staff who may feel aggrieved by any action, decision, interpretation, actuation, or any state or condition against any official, office, board, committee, department, unit, of the College/University which affects or tends to affect the complainant's efficiency, rank, right, state, condition or reputation.
3. Oral Complaint. In case of an oral complaint or grievance a complainant may seek the assistance of the association for which he belongs which shall write the complaint, take note and repeat the essential points of the story before the committee, if necessary to check and get the story accurately.
4. If answer to complaint is obvious. If the answer to the complaint is obvious and simple, the member or the supervisor before whom it is filed shall answer the complaint or grievance right there and then, otherwise, when there is doubt, the complainant shall be referred to the Committee.
5. All complaints shall be confidential. All complaints must be treated in strictly confidential manner. Violation by any member of the Committee of this subsection shall be subject to sanction by the Committee.
6. Referral to the Committee. After a complaint or grievance is submitted to a member or the Committee, the member shall refer the matter to the Committee, which shall decide preliminary matters.
7. Preliminary matters. Before formally taking cognizance of the complaint or any grievance, the committee shall determine whether other forum or committee is in better position to settle the complaint or grievance.
8. Areas for complaints or grievances. The following although not limited to them, are areas of complaint and grievances:
  - Working conditions
  - Working assignment
  - Tools or equipment
  - Work processes
  - Placement or reassignment
  - Lay-off, transfer, appointments and other personal actions
  - Performance rating
  - Abuse of discretion
  - University rules and regulations
  - Interpretations of policies or confusing guidelines such as salary increases and other





economic issues

- Other matters giving rise to faculty and non-teaching staff demoralization or dissatisfaction.
9. Referral to another forum or committee. When the Committee finds that the subject matter of the complaint or grievance is not within its jurisdiction or finds that another forum or committee or board is in a better position to settle the complaint, it shall endorse the matter to the matter forum or committee. In these cases, the committee shall inform the complainant of its action and reason(s) thereof.
  10. When the committees take cognizant of the complaint. If the committee finds that the subject matter of the complaint is within its jurisdiction, it shall immediately draw a plan of action to be taken so that the complaint or grievance is settled expeditiously, fairly and equitably.
  11. Complaint cannot be dismissed for absence of a policy. Other than for reason that another board or committee is more in a position to resolve a complaint, the committee cannot dismiss a complaint on the ground of the absence of the policy or rule governing the complaint or grievance. It shall decide and make the proper recommendation based on equity and fairness.
  12. Period within which to decide. Unless a complaint is certified by the President to be of such a nature to call for an earlier resolution, the committee shall decide all controversies within ten (10) consecutive working days from the time of submission. However, if some good reason a decision cannot be made within said period, the Committee shall notify the complainant and the President of such fact and indicating therein the reason(s) for the delay. Any extension shall not be more than fifteen (15) consecutive working days in aggregate from the date of submission.
  13. Decision must be in conformity with the existing CSC laws and rules. Decision must be in conformity with CSC laws and rules. However, if a decision which is in conformity with existing rules and policies is evidently unfair and grossly inequitable, the Committee shall make proper recommendation according to such rules and policies but shall inform the President of the need for amendment, repeal of said rules and policies giving reason(s) thereof.
  14. Decision of the Committee. The decision of the Committee is merely recommendatory. It is discretionary upon the President or in case of policies, the Board of Regents to adopt the recommendation of the Committee.
  15. Decision of the President Appealable to the Civil Service Commission. The decision of the President of the University or the Board of Regents shall be appealable to the Civil Service Commission on matters cognizable by the latter.

In case any dispute remains unresolved after exhausting all the available remedies under existing laws and procedures, the parties may jointly refer the dispute to the Public Sector Labor-Management Council.



## APPENDIX G

### CLSU FACULTY PERFORMANCE APPRAISAL INSTRUMENT APPENDIX G CLSU FACULTY PERFORMANCE APPRAISAL INSTRUMENT

#### EVALUATION FORM 1

#### EVALUATION OF FACULTY PERFORMANCE

##### Function: INSTRUCTION

Direction: This questionnaire seeks your objective, honest and fair evaluation of your teacher in this subject. Please rate him/her on the following items using the scale given below. **The highest possible rating for an item is 5, the lowest is 1.** Encircle your rating to the corresponding number of your choice on the separate answer sheet provided. **DO NOT MAKE ANY MARK ON THIS QUESTIONNAIRE.**

**5 Outstanding**  
**4 Very Satisfactory**

**3 Satisfactory**  
**2 Fair**

**1 Needs Improvement**

1. Integrates his/her learning objectives with students' objectives in a collaborative process.
2. Participates in collaborative efforts to address students' or class problems.
3. Makes himself/herself available for consultation even beyond official time.
4. Shows sensitivity to individual student's needs.

Begins and ends the class promptly unless ob

#### A. COMMITMENT

(This refers to the faculty member's deep sense of responsibility to render service for the development of the student's well-being and the advancement of his/her discipline.)

5. Recognizes student's strengths and weaknesses.
6. Shows concern in students as persons.
7. Structured by highly valid reason.
8. Assists in coordinating students' needs with groups inside and outside of the campus.
9. Provides supplemental resources to facilitate the teaching-learning process.
10. Displays continuous enthusiasm in the acquisition of knowledge and skills.

#### B. KNOWLEDGE OF THE SUBJECT MATTER

(This includes the faculty member's scholarship and expertise in his/her discipline.)

1. Explains the subject matter without completely relying on the prescribed textbooks.
2. Explains the lesson by citing examples and situations.
3. Presents the lesson clearly and in an organized manner.
4. Explains the subject matter with depth.
5. Relates the subject matter to previous topics and to other related topics.
6. Integrates the topics discussed in the lesson.
7. Cites current or up-to-date information on the subject matter.
8. Integrates current and relevant developments to supplement information in textbooks.
9. Raises problems and issues relevant to the topics.
10. Shows confidence in the delivery of lectures and conduct of discussions.

#### C. TEACHING FOR INDEPENDENT LEARNING

(This pertains to the faculty member's ability to organize the teaching-learning process to enable the students to maximize their learning potential.)

1. Allows students to apply concepts learned to demonstrate understanding of the lesson.
2. Creates teaching strategies that allow students to practice using the concepts they need to understand.
3. Stimulates learning by encouraging students to raise problems and present solutions.
4. Provides exercises which develop creative and critical thinking among students.
5. Enhances students' self-esteem through proper recognition of their abilities.
6. Motivates students to do their best.
7. Accomplishes the objectives of the course through the lesson.
8. Allows students to organize their academic-related activities along well-defined objectives and acceptable student teacher rules.
9. Promotes self-reliance and self-discipline among students.
10. Allows students to make their own decisions and be accountable for their performance.

#### D. MANAGEMENT OF LEARNING

(This refers to the faculty member's ability to create and manage a conducive learning environment and at the same time guide, monitor and evaluate student learning.)

1. Explains the syllabus at the beginning of the term.
2. Provides opportunities for extensive participation of students in the teaching learning process.
3. Assumes roles as facilitator, resource, coach, inquisitor, integrator and referee in drawing or encouraging students to contribute to knowledge and understanding of the concepts.
4. Monitors student's learning regularly.
5. Designs and implements learning conditions and experiences that promotes healthy exchange of ideas and/or confrontation.
6. Maintains an atmosphere conducive to learning.
7. Summarizes major points in lessons and discussions.
8. Uses varied teaching methods to enhance attainment of collective learning objectives.
9. Adopts other teaching methods if student's performances are below satisfactory.
10. Stimulates student's desire and interest to learn more about the subject matter.



## EVALUATION OF FACULTY PERFORMANCE INSTRUMENT

Instructor/Professor (Ratee): \_\_\_\_\_

Date: \_\_\_\_\_

Subject(s) Taught: \_\_\_\_\_

Department: \_\_\_\_\_

**Direction:** This questionnaire seeks your objective and honest evaluation of the ratee's performance. Please indicate your rating on the different items by encircling the number corresponding to your rating, using the scale below.

5.00 – OUTSTANDING

4.00 – VERY SATISFACTORY

3.00 – SATISFACTORY

2.00 – FAIR

1.00 –NEEDS IMPROVEMENT

<b>I. TEACHING</b>					
1. Has comprehensive knowledge of his/her subject.	1	2	3	4	5
2. Keeps abreast of current development in his subject and other related fields.	1	2	3	4	5
3. Develops instructional materials in consultation/ cooperation with peers and supervisors.	1	2	3	4	5
4. Communicates ideas effectively.	1	2	3	4	5
5. Observes punctuality in class and school activities.	1	2	3	4	5
6. Adheres to academic policies regarding class/examination schedules, grading system and the likes.	1	2	3	4	5
7. Submits reports/ grades on time.	1	2	3	4	5
8. Prescribes reasonable course requirements.	1	2	3	4	5
9. Utilizes instructional materials to make teaching meaningful.	1	2	3	4	5
10. Observes consultation hours and exert effort in helping students.	1	2	3	4	5
<b>II. PROFESSIONAL ATTITUDE AND BEHAVIOR</b>					
1. Exhibits emotional stability and self-control.	1	2	3	4	5
2. Shows sincerity and maturity in dealing with supervisors, peers and students.	1	2	3	4	5
3. Shows openness to questions, suggestions, reactions and criticisms.	1	2	3	4	5
4. Shows moral integrity and professionalism at all times.	1	2	3	4	5
5. Observes good grooming and respectable way of dressing.	1	2	3	4	5
6. Has the ability to cope with difficult situations.	1	2	3	4	5
7. Cooperates willingly with others in the achievement of common goals.	1	2	3	4	5
8. Participates actively in official, social and cultural activities.	1	2	3	4	5
9. Performs co-curricular assignments/tasks even beyond official time.	1	2	3	4	5
10. Shares expertise willingly and enthusiastically.	1	2	3	4	5
<b>III. OTHER INVOLVEMENTS</b>					
1. Shows willingness to accept additional responsibilities/tasks on the exigency of the service.	1	2	3	4	5
2. Initiates/spearheads activities and projects for the enrichment of the program thrusts of the department/college/unit.	1	2	3	4	5
3. Participates in research activities of the department/unit/college/university as coordinator, researcher, thesis adviser, critic and others.	1	2	3	4	5
4. Writes/submits/presents research proposals/reports with professional quality.	1	2	3	4	5
5. Participates/involves in extension services and outreach program of the department/unit/college/university.	1	2	3	4	5
6. Participates/engages in training programs of the department/unit/college as coordinator/resource person, etc.	1	2	3	4	5
7. Writes/publishes manuals, articles, books, modules and other materials for general information.	1	2	3	4	5
8. Engages in extra-curricular activities such as cultural, sports, student services, and others.	1	2	3	4	5
9. Involves in managing/implementing production and income generating project (IGPs) of the department/unit/college.	1	2	3	4	5
10. Performs other duties and assigned tasks within reasonable time frame and with quality of output.	1	2	3	4	5
COMMENTS/SUGGESTIONS					

Form 1-A

**CLSU TESTING AND EVALUATION CENTER**  
**EVALUATION OF FACULTY PERFORMANCE**  
**ANSWER SHEET**

Date: \_\_\_\_\_

Name of Instructor: \_\_\_\_\_

Subject Taught: \_\_\_\_\_  Laboratory  Lecture

Course & Curriculum Year of the Rater: \_\_\_\_\_

Sex of the Rater: (please check)  Male  Female

*Be sure you are marking the item corresponding to the item in the questionnaire. Encircle the number of your choice using the scale:*

- 5 **Outstanding**
- 4 **Very Satisfactory**
- 3 **Satisfactory**
- 2 **Fair**
- 1 **Needs Improvement**

**A. Commitment**

- 1. 1 2 3 4 5
- 2. 1 2 3 4 5
- 3. 1 2 3 4 5
- 4. 1 2 3 4 5
- 5. 1 2 3 4 5
- 6. 1 2 3 4 5
- 7. 1 2 3 4 5
- 8. 1 2 3 4 5
- 9. 1 2 3 4 5
- 10. 1 2 3 4 5

**B. Knowledge of the Subject Matter**

- 1. 1 2 3 4 5
- 2. 1 2 3 4 5
- 3. 1 2 3 4 5
- 4. 1 2 3 4 5
- 5. 1 2 3 4 5
- 6. 1 2 3 4 5
- 7. 1 2 3 4 5
- 8. 1 2 3 4 5
- 9. 1 2 3 4 5
- 10. 1 2 3 4 5

**C. Teaching for Independent Learning**

- 1. 1 2 3 4 5
- 2. 1 2 3 4 5
- 3. 1 2 3 4 5
- 4. 1 2 3 4 5
- 5. 1 2 3 4 5
- 6. 1 2 3 4 5
- 7. 1 2 3 4 5
- 8. 1 2 3 4 5
- 9. 1 2 3 4 5
- 10. 1 2 3 4 5

**D. Management of Learning**

- 1. 1 2 3 4 5
- 2. 1 2 3 4 5
- 3. 1 2 3 4 5
- 4. 1 2 3 4 5
- 5. 1 2 3 4 5
- 6. 1 2 3 4 5
- 7. 1 2 3 4 5
- 8. 1 2 3 4 5
- 9. 1 2 3 4 5
- 10. 1 2 3 4 5

**COMMENTS AND SUGGESTIONS:**

\_\_\_\_\_





**APPENDIX H**

**TASK FORCE FACULTY MANUAL**

Chairman..... Dr. Danilo G. Tan

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